

<b>POSITION DESCRIPTION</b>		AGENCY/DEPT ID <b>DAS505140</b>
DIVISION OR INSTITUTION Office of Information Technology	UNIT OR OFFICE Business Office	COUNTY OF EMPLOYMENT Franklin

<b>POSITION NUMBER</b> 20006321	<input checked="" type="checkbox"/> Reclassification <input type="checkbox"/> New Position <input type="checkbox"/> Update		Position Hyperlinked to <input type="checkbox"/>
			Agency Organizational Tree
	USUAL WORKING TITLE OF POSITION Fiscal Officer		POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR 20006593 Fiscal Officer 3
	<input checked="" type="checkbox"/> Permanent <input type="checkbox"/> Temporary <input type="checkbox"/> Intermittent	<input checked="" type="checkbox"/> Classified <input type="checkbox"/> Unclassified	Overtime: <input type="checkbox"/> Eligible <input checked="" type="checkbox"/> Exempt If FLSA Exempt, exemption type:
NORMAL WORKING HOURS (Explain unusual or rotating shift): FROM: <b>8:00 a.m.</b> TO: <b>5:00 p.m.</b>			

JOB DESCRIPTION AND WORKER CHARACTERISTICS		
%	Job Duties in Order of Importance	Knowledge, Skills & Abilities
70	<p>Plans, directs &amp; manages fiscal, accounting &amp; budgetary billing functions for the Office of Information Technology (OIT); works closely with OIT program administrators to develop &amp; establish rates for services, billing methodologies &amp; business practices; oversees cost analysis, expense &amp; revenue data processes; develops overall OIT billing &amp; analysis plans &amp; reports; develops policies &amp; procedures for billing; formulates &amp; responsibly directs implementation of reporting, tracking &amp; analysis methodologies for user agencies' billing; consults with OIT program managers, OIT Business Office management &amp; other agency staff to determine billing needs; oversees billing to user agencies &amp; reconciliation of vendor invoices; manages program initiatives to determine proper billing components for complex network configurations; develops recommendations for alternate designs to improve program efficiency; manages communication initiatives between user agencies &amp; commercial service providers; manages development &amp; monitoring of databases &amp; pertinent records for services; manages inventory &amp; account adjustments; oversees calculation, tracking &amp; receipt of cost recovery fees from third party vendors for services sold to state &amp; local entities; ensures agency compliance with applicable agency, state &amp; federal regulations; develops &amp; maintains fiscal controls of unit; supervises (e.g., training, performance evaluations, hiring, discipline) lower-level staff (e.g., training, performance evaluations, hiring, discipline), assigns &amp; reviews work of subordinate staff responsible for researching &amp; analyzing services &amp; service records for accurate &amp; proper billing (e.g., billing &amp; invoice payments within the Ohio Administrative Knowledge System (OAKS) financial module for large scale data circuits, voice circuits &amp; other usage).</p>	<p>Knowledge of (1) state accounting &amp; budget functions*; (2) telecommunications billing methodologies &amp; rate setting processes; (3) government structure &amp; process;* (4) applicable state &amp; federal laws, rules &amp; regulations governing telecommunications, (5) project management; (6) supervision principles &amp; techniques; (7) employee training &amp; development; (8) business administration; (9) fiscal management; (10) third-party telecommunications resources &amp; services; (11) customer service techniques; (12) research techniques &amp; resources;</p> <p>Skill in (13) use of personnel computer &amp; associated software &amp; hardware (e.g., MS Office, OAKS*).</p> <p>Ability to (14) communicate verbally &amp; in writing on technical &amp; non-technical matters; (15) write routine business letters, evaluations &amp; records following standard procedures; (16) handle routine &amp; sensitive inquires from program managers, state employees &amp; general public; (17) maintain procedures for timely processing of procurement requests &amp; accurate fiscal reporting; (18) cooperate with co-workers on group projects; (19) apply principles to solve everyday problems; (20) deal with large</p> <p>*development after employment.</p>

JOB TITLE: Fiscal Officer 2  
 JOB CODE: 66536  
 ADD 9-2-10 UB

List Position Numbers & Job Titles of Positions Directly Supervised: 20006318 - Telecommunications Billing Analyst 20006319 - Telecommunications Billing Analyst 20006320 - Telecommunications Billing Analyst 20006322 - Classification to be determined	SIGNATURE OF AGENCY REPRESENTATIVE 	DATE 
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	<input checked="" type="checkbox"/> Permanent <input type="checkbox"/> Temporary <input type="checkbox"/> Intermittent	<input checked="" type="checkbox"/> Classified <input type="checkbox"/> Unclassified	Overtime: <input type="checkbox"/> Eligible <input checked="" type="checkbox"/> Exempt If FLSA Exempt; exemption type:	Bargaining Unit <b>EX</b> PR - 14 Page 2 of 2
NORMAL WORKING HOURS (Explain unusual or rotating shift): FROM: <b>8:00 a.m.</b> TO: <b>5:00 p.m.</b>				

JOB DESCRIPTION AND WORKER CHARACTERISTICS		
%	Job Duties in Order of Importance	Knowledge, Skills & Abilities
25	Performs administrative functions of unit: oversees division Telecommunications coordinators (e.g., receiving and fulfilling requests for new telecom services and changes to existing services to ensure customers are receiving the most efficient & cost effective solutions); prepares weekly, monthly & annual reports for Business Operations Managers that provide descriptions & performance measures of key projects related to the status of all OIT billing activities & services; establishes & implements accounting & auditing procedures pertaining to billing for the State of Ohio; directs development of network billing policies & procedures; ensures agency compliance with applicable agency, state & federal regulations; develops & maintains fiscal controls, ensures financial accountability for the unit.	number of variables & determine specific course of action; (21) define problems, collect data, & draw valid conclusion; (22) resolve coding, budget, & purchase order issues.  Knowledge of 1*, 2*, 3*, 4*, 5, 6, 7, 8, 9, 10, 11, 12 Skill in 13 Ability to 14, 15, 16, 17, 18, 19, 20, 21, 22.
5	Performs other related duties as assigned: attends meetings; prepares correspondence; provides weekly & monthly status reports for Business Operations Manager; provides assistance with special finance projects.	Knowledge of 4, 7, 10, 11 Skill in 13 Ability to 14, 15, 18.

JOB CODE **ADD 9-2-10**  
**66536**  
 JOB TITLE **Fiscal Officer 2**

List Position Numbers & Job Titles of Positions Directly Supervised: 20006318 - Telecommunications Billing Analyst 20006319 - Telecommunications Billing Analyst 20006320 - Telecommunications Billing Analyst 20006322- Classification to be determined	SIGNATURE OF AGENCY REPRESENTATIVE 	DATE 01/26/10
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