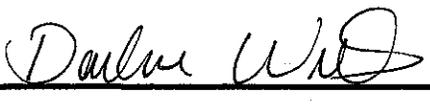


POSITION DESCRIPTION		AGENCY/DEPT ID Department of Administrative Services DAS510120
DIVISION OR INSTITUTION Office of Information Technology	UNIT OR OFFICE OAKS	COUNTY OF EMPLOYMENT Franklin

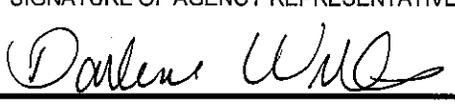
POSITION NUMBER 20006347	<input checked="" type="checkbox"/> Reclassification <input type="checkbox"/> New Position <input type="checkbox"/> Update		Position Hyperlinked to <input type="checkbox"/>	
				Agency Organizational Tree
	USUAL WORKING TITLE OF POSITION		POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR	
			200073332 Deputy Director 6	
<input checked="" type="checkbox"/> Permanent <input type="checkbox"/> Classified <input type="checkbox"/> Temporary <input checked="" type="checkbox"/> Unclassified <input type="checkbox"/> Intermittent <input type="checkbox"/> Essential		Overtime: <input type="checkbox"/> Eligible <input checked="" type="checkbox"/> Exempt	Bargaining Unit 22	
		If FLSA Exempt, exemption type:	PR 45	
			Page 1 of 3	
NORMAL WORKING HOURS (Explain unusual or rotating shift):				
FROM: 8:00 a.m. TO: 5:00 p.m.				

JOB DESCRIPTION AND WORKER CHARACTERISTICS		
%	Job Duties in Order of Importance	Knowledge, Skills & Abilities
25	<p>Advises OAKS leadership and/or Agency business executives at the highest levels about the project portfolio, status and resource planning for delivering strategic business Initiatives. Plans, directs, and ensures the successful management of designed business solutions utilizing the complete resources of the PMO Office and assigned project management teams. Provides technical assistance in identifying, evaluating and developing methods and procedures that are efficient, effective and meet good business practice. Maintains excellent communication with upper management both within and across organizations to ensure smooth running of all projects undertaken by team. Responsible for leading PMO in a mature and organization-focused manner, providing help where necessary to project a professional image. Has expert experience in Project/Program Management and able to lead in the coaching and mentoring of team members to help them achieve individual expectations and deliverables. Assesses resource loads and makes appropriate individual assignments. Act as Liaison and provide leadership for team and area of responsibility. Provide leadership, direction and coaching on project specific tasks as well as individual professional development. Ability to see, account for, and coach others in the "big picture" as well as the details and to be able to tie initiatives to State/Agency Goals. Allocates appropriate resources to ensure that projects, enhancements and support is/are completed within committed time, scope and budget. Ensure coverage of all areas of expertise necessary to support. Create and maintain staffing plan to support the current and future work demands and project deliverables. Ensures functionality is integrated with other applications. Develop Project Management support policies, standards and procedures. Initiates and implements new technologies, methodologies, process and procedures that will support Company Long and short term goals. In addition to project and new functionality deployment, responsibilities include career development, performance management and pay determination and communication.</p>	<p>Knowledge of (1) computer science; (2) project management life cycle methodologies, techniques & tools; (3) computer hardware & software; (4) time management; (5) budgeting; (6) risk assessment; (7) contract management processes & practices; (8) state procurement processes*; (9) PeopleSoft application; (11) supervision. Skill in (12) operation of personal computer & associated hardware & software; (13) use of project planning software (e.g., MS Project Server). Ability to (14) manage multiple demands or tasks on projects; (15) define problems, collect data, establish facts & draw valid conclusions; (16) communicate effectively orally & in writing with diverse groups; (17) review & evaluate project progress; (18) write concise & accurate reports; (19) creation and support of standards, processes and procedures necessary to produce the deliverables from the team and to work effectively with the other teams; (20) establish and nurture positive relationships with and customer organizations; (21) demonstrates the ability to adapt to and lead, change, and coach others in the acceptance and support of change; (22) ability to coach the team to initiate and present the right questions to gain insight into the business issues and needed resolutions; (23) provide ongoing reconciliation between long-term goals and short-term actions; (24) take ownership and delivery responsibility for special projects and company initiatives; (25) presents information on projects, initiatives or other</p> <p>*Developed after employment.</p>

List Position Numbers & Job Titles of Positions Directly Supervised: 20073487 Administrative Assistant 3 20075301 Project Manager 2 20075303 Project Manager 2	SIGNATURE OF AGENCY REPRESENTATIVE 	DATE 7/18/11
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JOB CODE ARD 7-29-11 UAS
 Business Transformation Program Manager
 JOB CODE TITLE
 63335

POSITION DESCRIPTION		AGENCY/DEPT ID Department of Administrative Services DAS510120
DIVISION OR INSTITUTION Office of Information Technology	UNIT OR OFFICE OAKS	COUNTY OF EMPLOYMENT Franklin

POSITION NUMBER 20006347	<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		POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR 200073332 Deputy Director 6	
	<input checked="" type="checkbox"/> Permanent <input type="checkbox"/> Temporary <input type="checkbox"/> Intermittent	<input type="checkbox"/> Classified <input checked="" type="checkbox"/> Unclassified <input type="checkbox"/> Essential	Overtime: <input type="checkbox"/> Eligible <input checked="" type="checkbox"/> Exempt If FLSA Exempt, exemption type:	Bargaining Unit 22 PR 45 Page 2 of 3
	NORMAL WORKING HOURS (Explain unusual or rotating shift): FROM: 8:00 a.m. TO: 5:00 p.m.			
JOB DESCRIPTION AND WORKER CHARACTERISTICS				
%	Job Duties in Order of Importance	Knowledge, Skills & Abilities		
25	Utilizes knowledge of business transformation, organizational design &/or process reengineering in order to administer all phases of Ohio Administrative Knowledge System (i.e., OAKS running on PeopleSoft application) business transformation projects: manages team of Senior Business Transformation Analysts & Project Managers responsible for developing & implementing state policies & procedures regarding incorporation of Financial, Procurement, Payroll, Time & Labor & Human Capital Management requirements statewide; provides leadership & assistance to central business owners & operations staff during one, multiple or all phases of assigned business transformation project initiatives & acts for & on behalf of deputy director regarding assigned projects; works closely with management to establish & maintain project governance framework, policies & procedures to be used by all initiatives (e.g., standards for project planning, monitoring, status reporting); prepares budget & maintains fiscal controls; develops long-range plans for PMO; resolves most difficult & complex administrative problems; acts on behalf of deputy director, during absences; supervises lower-level staff (e.g., approves time & attendance; completes performance evaluations; sets goals; recommends hiring, promotion, demotion, dismissal, suspension or discipline; determines staffing levels); mentors project managers to broaden their understanding of advanced project management, business & information technology concepts, increasing their ability to handle increasingly complex projects; manages career development of team members.	subjects to peers, teams and upper management; (26) provide ongoing reconciliation between long-term goals and short-term actions; (27) assumes a leadership role in educating the business and technical community on project and program management processes and areas of expertise. Knowledge of 1, 2, 3, 4, 5, 6, 7, 8*, 9, 10, 19, 20, 21 Skill in 11, 12 Ability to 14, 15, 16, 17, 18, 19, 20, 21, 22, 23, 24, 25, 26, 27		
40	Manages OAKS projects assigned to PMO: manages all projects relating to producing & incorporating new modules, upgrades, &/or bolt-on applications that interface with OAKS; works directly with agency executives & organizations responsible for service & product delivery; sets objectives & goals; breaks down work into process steps; oversees development of appropriate project plans; develops business cases; manages scope, delivers milestones, collects & analyzes other project metrics to manage initiatives & drive accountability.	Knowledge of 1, 2, 3, 4, 5, 6, 7, 8*, 9, 10, 19, 20, 21 Skill in 11, 12 Ability to 14, 15, 16, 17, 18, 19, 20, 21, 22, 23, 24, 25, 26, 27 *Developed after employment.		
JOB CODE 63335	JOB CODE TITLE Business Transformation Program Manager	List Position Numbers & Job Titles of Positions Directly Supervised: 20073487 Administrative Assistant 3 20075301 Project Manager 2 20075303 Project Manager 2		
		SIGNATURE OF AGENCY REPRESENTATIVE 	DATE 7/18/11	

