

# POSITION DESCRIPTION

AGENCY/DEPT ID  
DAS505140

DIVISION OR INSTITUTION  
Office of Information Technology

UNIT OR OFFICE  
Business Office

COUNTY OF EMPLOYMENT  
Franklin

POSITION NUMBER  
20006594

Reclassification     New Position     Update    Position Hyperlinked to  Agency Organizational Tree

USUAL WORKING TITLE OF POSITION  
Rate Manager

POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR  
SEE TABLE OF ORGANIZATION

Permanent  
 Temporary  
 Intermittent

Classified  
 Unclassified  
 Essential

Overtime:  Eligible     Exempt  
If FLSA Exempt, exemption type:

Bargaining Unit 22  
PR 15  
Page 1 of 2

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
45	<p>Under the direction of the Office of Information Technology (OIT) Business Office Rates and Billing Manager for the Department of Administrative Services (DAS) will be responsible for managing the OIT rate development and related operational processes/projects. Assures responsive, accurate and timely development of annual rates; plans &amp; supports all DAS/OIT cost recovery requirements including revenue maximization and cost accounting procedures in accordance with 2 CFR Part 225 (OMB Circular A87). Manages the development and implementation of various rate modeling scenarios for management review; prepares corresponding analysis and feasibility studies, analyzes financial and programmatic impact on various proposals; prepares service level revenue forecasts; coordinates with OIT Service Manager, OIT Budget Management and DAS Finance on service level allotment requirements and/or restrictions. Manages the development and implementation of communication procedures to inform and advise rate stakeholders on rate changes including changes to cost, methodology, and volume estimates; conducts ongoing rate communication information sessions; advises management on stakeholders concerns and related issues; establishes cost models for new services; supervises lower level staff (e.g., delegates &amp; monitors work assignments, approves timesheets &amp; leave requests, administers discipline, evaluates performances, etc.).</p>	<p><b>Knowledge of</b> (1) rate development; (2) OMB Circular A87; (3) project management lifecycle methodologies; (4) technical writing and documentation practices; (5) requirement analysis principle and methods; (10) supervision; (6) agency, Federal, state &amp; departmental policies &amp; procedures*; (7) business administration; (8) accounting practices &amp; principles; (9) work force planning.</p> <p><b>Skill in</b> (10) use of a personal computer &amp; related software (e.g., word processing, spreadsheets, databases).</p> <p><b>Ability to</b> (11) define problems, collect data, establish facts, draw valid conclusions &amp; initiate solutions; (12) understand non-verbal symbols in formulas, equations or graphs; (13) prepare meaningful, accurate and concise reports; (14) calculate fractions, decimals &amp; percentages; (15) use statistical analysis (16) identifying and specifying business requirements; (17) operation analysis; (18) time management; (19) facilitating meetings; (16) troubleshooting; (20) critical thinking; (21) complex problem solving; (22) manage multiple demands or tasks on projects.</p> <p>*developed after employment</p>

JOB CODE TITLE  
Project Manager 1

JOB CODE  
63381  
Apr 9-13-13 *MS*

List Position Numbers & Job Titles of Positions Directly Supervised:

SIGNATURE OF AGENCY REPRESENTATIVE

DATE

*AK Barbitt*

9/9/13

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

POSITION NUMBER 20006594	<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 Rate Manager	POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR SEE TABLE OF ORGANIZATION	
<input checked="" type="checkbox"/> Permanent <input type="checkbox"/> Temporary <input type="checkbox"/> Intermittent	<input checked="" type="checkbox"/> Classified <input type="checkbox"/> Unclassified <input type="checkbox"/> Essential	Overtime: <input checked="" type="checkbox"/> Eligible <input type="checkbox"/> Exempt	Bargaining Unit 22 PR 15 Page 2 of 2
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
30	Coordinates the development and implementation of methods to track actual cost recovery results to plan; produces reports and other illustrations to assure stakeholder understanding; develops benchmarks and other performance measures; advises management on possible actions to correct variances; assures related voucher corrections are posted to the General Ledger timely. Oversees preparation of relevant administrative OIT policy and procedures including the development and implementation of procedures to assure services are invoiced correctly and equably to all customers; develops in coordination with OIT service managers, methods to assure collection of all billable units; coordinates the automation of collectors as feasible; validates proper execution of agency billing exceptions (i.e. Service Credits). Assures regular "true up" of cost recovery with customers.	<b>Knowledge of 1- 9</b> <b>Skill in 10</b> <b>Ability to 11-22</b>
15	In coordination with other organizational areas (i.e. Office of Finance and OBM) reviews and advises on the SWCAP annual reconciliation including resolution of cost and revenue variances; assures SWCAP narratives are updated as needed and are accurate; coordinates OIT financial interactions with the Division of Cost Allocation.	<b>Knowledge of 1- 9</b> <b>Skill in 10</b> <b>Ability to 11-22</b>
10	Assures the preparation of the annual OIT cost recovery letter and corresponding spreadsheets; coordinates the State's CIO approval with DAS and OBM approval in order for timely implementation. Performs ongoing outreach initiatives to benchmark performance and to assure implementation of best practices	<b>Knowledge of 1- 9</b> <b>Skill in 10</b> <b>Ability to 11-22</b>  *developed after employment

JOB CODE 63381	List Position Numbers & Job Titles of Positions Directly Supervised:	SIGNATURE OF AGENCY REPRESENTATIVE	DATE
		<i>Alan B...</i>	9/9/13