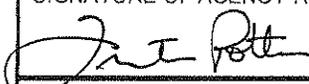


POSITION DESCRIPTION		AGENCY/DEPT ID DAS505140
DIVISION OR INSTITUTION Office of Information Technology	UNIT OR OFFICE Business Office	COUNTY OF EMPLOYMENT Franklin

POSITION NUMBER 20006595	<input type="checkbox"/> Reclassification <input type="checkbox"/> New Position <input checked="" type="checkbox"/> Update		Position Hyperlinked to <input type="checkbox"/> Agency Organizational Tree	
	USUAL WORKING TITLE OF POSITION Rates Manager		POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR 20006030 Fiscal Officer 2	
	<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 type="checkbox"/> Eligible <input checked="" type="checkbox"/> Exempt If FLSA Exempt, exemption type:	Bargaining Unit 22 Page 1 of 2
	NORMAL WORKING HOURS (Explain unusual or rotating shift): FROM: 8:00 am TO: 5:00 pm			
JOB DESCRIPTION AND WORKER CHARACTERISTICS				
%	Job Duties in Order of Importance	Knowledge, Skills & Abilities		
60	Manages rate pool & administrative pool research, analysis & preparation of Statewide Cost Allocation Program (SWCAP), GAAP, & other mandatory reports: utilizes understanding of the organizational model & the relationships of cost & cost recovery methodologies to research, analyze, & calculate rates, revenues, cost accounting structure, rate-setting models, & cash flow for all funds in Office of Information Technology (OIT); utilizes advanced skill in MS Word, Access, & Excel functions & knowledge of Ohio Administrative Knowledge System (OAKS) to extract, record, & manipulate data related to rates for accurate reporting; calculates rate structures of services offered by Office of Information Technology (OIT) to its statewide customers & forwards to fiscal specialists for processing; works closely with other business office staff, Department of Administrative Services (DAS) Internal Auditors, Office of Finance, program managers, & deputy directors to understand their organizational structure, business mission, services offered, & to enact programmatic changes that are affected by rates; may participate in confidential discussions with senior staff (e.g., reorganization, downsizing, outsourcing); develops & implements policies & procedures related to cost accounting & rate development; evaluates current revenue models & recommends improvements to program efficiencies & rate structures; forecasts revenue trends & develops projections on customer usage.	Knowledge of (1) business administration; (2) Generally Accepted Accounting Principles (GAAP); (3) complex rate structure development; (4) applicable state & federal laws, rules, procedures & standards governing fiscal & budgetary operations; (5) Ohio Administrative Knowledge System*; (6) SWCAP requirements & processes; (7) cost accounting methodologies Skill in (8) operation of personal computer & associated hardware/software (e.g., advanced MS Office, electronic accounting systems); (9) using advanced Excel functions (e.g., if/then statements, pivot tables, queries & complex formulas); (10) developing complex billing systems based on fee for service; Ability to (11) analyze & research expenditures, (12) deal with large number of fiscal & budgetary variables & determine specific course of action; (13) use proper research methods to gather, collate & analyze data; (14) prepare complex reports that are meaningful concise & accurate; (15) define problems, collect data, establish facts & draw valid conclusions; (16) calculate fractions, decimals & percentages/use algebra; (17) code items from one symbolic form to another; (18) check pairs of items that are similar or dissimilar; (19) cooperate with co-workers; (20) originate business letters. *developed after employment		
JOB CODE 63215	List Position Numbers & Job Titles of Positions Directly Supervised:		SIGNATURE OF AGENCY REPRESENTATIVE 	
			DATE 2-1-10	

App 2-3-10 CB

JOB CODE TITLE
Management Analyst Supervisor 1

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

POSITION NUMBER 20006595	<input type="checkbox"/> Reclassification <input type="checkbox"/> New Position <input checked="" type="checkbox"/> Update		Position Hyperlinked to <input type="checkbox"/> Agency Organizational Tree	
	USUAL WORKING TITLE OF POSITION Rates Manager		POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR 20006030 Fiscal Officer 2	
	<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 type="checkbox"/> Eligible <input checked="" type="checkbox"/> Exempt If FLSA Exempt, exemption type:	Bargaining Unit 22 Page 2 of 2
	NORMAL WORKING HOURS (Explain unusual or rotating shift): FROM: 8:00 am TO: 5:00 pm			
	JOB DESCRIPTION AND WORKER CHARACTERISTICS			
%	Job Duties in Order of Importance		Knowledge, Skills & Abilities	
30	Coordinates & oversees manual billing activities & credits for multiple billable cost centers across OIT: calculates & bills for administrative overhead charges; calculates & prepares cross-fund transfers; reviews Paperless Timesheet entries for accuracy within billable functions; makes corrections to coded time with program managers' approvals; maintains job number system required for billing.		Knowledge of 1, 2, 3, 4, 5*, 6, 7 Skill in 8, 9, 10 Ability to 11, 12, 13, 14, 15, 16, 17, 1, 19, 20.	
10	Performs other related duties as required: attends meetings as business office representative; disseminates information; prepares correspondence; monitors plans.		Knowledge of 1, 3, 4, 6, 7 Skill in 8 Ability to 11, 12, 18. Position Specific Minimum Qualifications: 24 mos. exp. developing complex billing systems based on fee for service; 24 mos. exp using advanced Excel functions (e.g., if/then statements, pivot tables, queries & complex formulas). *developed after employment	
JOB CODE 63215	List Position Numbers & Job Titles of Positions Directly Supervised:		SIGNATURE OF AGENCY REPRESENTATIVE 	
			DATE 2-1-10	

App'd 2-3-10 CB