

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

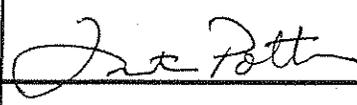
POSITION NUMBER 20006596	<input type="checkbox"/> Reclassification <input type="checkbox"/> New Position <input checked="" type="checkbox"/> Update		Position Hyperlinked to <input type="checkbox"/>
			Agency Organizational Tree
	USUAL WORKING TITLE OF POSITION Fiscal Specialist		POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR 20006030 Fiscal Officer 2
<input checked="" type="checkbox"/> Permanent <input checked="" type="checkbox"/> Classified <input type="checkbox"/> Temporary <input type="checkbox"/> Unclassified <input type="checkbox"/> Intermittent		Overtime: <input checked="" type="checkbox"/> Eligible <input type="checkbox"/> Exempt If FLSA Exempt, exemption type:	Bargaining Unit <u>14</u> PR - 30 Page 1 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
50	Coordinates, monitors & performs variety of fiscal functions for the Department of Administrative Services (DAS), Office of Information Technology (OIT), Business Office: coordinate & assist with fiscal/purchasing documents; route documents to Ohio Shared Services; resolve invoice or purchase order exceptions; forwarded purchase order documents to DAS Office of Finance or directly to division Business Office; maintain tracking system in order to provide status of documents at all times; assist with Intra-State (ISTV) payment encumbrances [i.e., amount, distribution and setup in Ohio Administrative Knowledge System (OAKS)]; prepare ISTV's for payment (e.g., coding and approval); forward ISTV's to Ohio Shared Services for payment processing; maintain record of aging unpaid ISTV's; prepare reports as requested by management.	Knowledge of: (1) business administration, (2) office practices & procedures*, (3) public relations, (4) government structure & process*, (5) state & federal laws, rules, procedures & standards governing fiscal & budgetary operations & accounting*, (6) PeopleSoft (e.g., OAKS HCM & FIN Modules). Skill in (7) operation of a personal computer & related software (e.g., MS Word, Excel, Access & accounting applications (e.g., PeopleSoft). Ability to: (8) define problems, collect data, establish facts, draw valid conclusions & initiate solutions; (9) prepare &/or edit fiscal reports, records, reports &/or correspondence; (10) gather, collate & classify information about date, people or things; (11) handle routine & sensitive inquiries from & contacts with officials & general public.
35	Using system reports, spreadsheets, or queries, assure all divisional OAKS transactions are posted according to the Office of Budget & Management (OBM) monthly system closing date for the previous accounting period; assist & resolve transaction exceptions including budget errors or other exceptions preventing posting in OAKS; coordinate vendor file updates between vendors and Ohio Shared Services; assist employees with travel rules; serves as approver for travel reimbursement vouchers as requested; serve as payment card payer and	Knowledge of 1, 2*, 3, 4*, 5*, 6. Skill in 7. Ability to 8, 9, 10, 11.  *development after employment.

Apr 1-19-10 CB

JOB TITLE  
Fiscal Specialist 1

JOB CODE  
66531

List Position Numbers & Job Titles of Positions Directly Supervised:	SIGNATURE OF AGENCY REPRESENTATIVE 	DATE 1.11.10
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**DEPARTMENT OF ADMINISTRATIVE SERVICES  
REQUEST TO FILL/CHANGE AUTHORIZATION (RFCA)**

<b>Current Position:</b>			<b>Division:</b>
PN 20006596	Job Code 66531	Job Code Title Fiscal Specialist 1	
Combo Code DAS DASA04800 014572	Fund # 1330	HCM DEPT. ID DAS505140	Pay Range 30

<b>Modification (if required):</b>			<b>Division:</b>
PN	Job Code	Job Code Title	
Combo Code	Fund #	HCM DEPT. ID	Pay Range

**POSITION DESCRIPTION REQUESTS:**  Post OHMS  Post Internal  Post Other  
 FULL-TIME  PART-TIME  Physical Address/Location  
 Supervisory Change: \_\_\_\_\_

**POSITION JUSTIFICATION**

**1. Why is this position essential?**

The duties of this position are being updated to fulfill an operational need of the OIT Business Office. This position is currently assigned to the Accounts Payable unit within the Business Office and will now be assigned to the Rates & Reporting group. The OIT Business Office has strong need for additional employees to fulfill the daily fiscal functions for DAS and OIT. These functions include a variety of duties such as working closely with Ohio Shared Services and Office of Budget & Management to resolve purchase order exceptions, maintaining vital fiscal controls and tracking systems, preparing ISTV's and resolving budget errors. This position is essential to be able to meet our divisional need for rates and reporting requirements.

**2. What is the impact to the agency's operations if this position is not filled? Specifically address functions mandated by the Ohio Revised Code that will not be completed if this position is not filled. Cite applicable ORC section(s) in the response.**

This position will fill an organizational need which is part of a planned reorganization of the OIT Business Office. Without updating this position, DAS OIT will be unable to meet the fiscal requirements that affect not only DAS but other State agencies that rely on our services for the health and safety of the citizens of the State of Ohio.

**3. What is the estimated cost and funding source for this position? Include a statement of affordability in the response.**

This is a fully funded existing position and therefore will have no financial impact on the organization.

(If necessary additional documents may be attached.)

<b>REQUIRED APPROVALS:</b>					
1-11-10	<i>Joe Potts</i>	1-12-10	<i>[Signature]</i>	1/19/10	<i>Hugh Dill</i>
Date	Deputy Director	Date	Office of Finance	Date	Director's Designee
1/7/10	<i>[Signature]</i>	Comments:			
Date	Business Office				

(November 24, 2009)