POSITION DESCRIPTION

AGENCY/DEPT ID
DAS501120

DIVISION OR INSTITUTION	UNIT OR OFFICE	COUNTY OF EMPLOYMENT
Office of Information Technology	State CIO's Office	Franklin

POSITION NUMBER 20006657

☐ Reclassification ☐ New Position ☒ Update

Position Hyperlinked to ☐ Agency Organizational Tree

USUAL WORKING TITLE OF POSITION: Business Transformation Program Mgr

POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR:

☒ Permanent ☐ Temporary ☐ Intermittent

☐ Classified ☒ Unclassified ☐ Essential

Overtime: ☐ Eligible ☒ Exempt

If FLSA Exempt, exemption type:

Bargaining Unit 22
PR - 45
Page 1 of 2

NORMAL WORKING HOURS (Explain unusual or rotating shift):
FROM: 8:00 am TO: 5:00 pm

JOB CODE TITLE: Business Transformation Program Manager

JOB CODE 63335

Approved 1-7-13 WZ

JOB DESCRIPTION AND WORKER CHARACTERISTICS

%	Job Duties in Order of Importance	Knowledge, Skills & Abilities
35	Supports implementation of Information Technology Transformation and Optimization Program (i.e., a customer-centric approach to delivering optimized value of products & services): works with the State Chief Information Officer to define scope boundaries, develop program strategy, & execute the program; works toward improved customer services through process & performance management; fosters a substantive shift in focus for OIT by re-engineering strategic planning for a continuous, persistent value system that will inform & underpin all IT decisions; follows Business Transformation Lifecycle principles to establish a vision & organizational structure that can adapt to a changing environment while supporting customer needs.	Knowledge of (1) professional & holistic IT strategic planning; (2) best practice scenarios for business process delivery; (3) organizational change management; (4) project management; (5) federal &/or state laws, rules, regulations relating to IT; (6) public speaking; (7) technical writing; (8) interviewing techniques; (9) meeting facilitation; (10) IT program areas (e.g., networks, databases, mainframe, communications, architecture, governance); Skill in (11) operation of personal computer & associated software programs (e.g., project management, MS Office); Ability to (12) define unusual problems, collect data, establish facts & draw complex/technical conclusions; (13) read & comprehend legislative or policy-related materials; (14) create &/or edit technical materials to be presented in print or oral form to variety of business process personnel; (15) professionally handle routine & sensitive contacts with government, business officials, & general public;(16) work independently or collaboratively as part of team with diverse disciplines & backgrounds; (17) bring groups together for a common goal. *developed after employment

List Position Numbers & Job Titles of Positions Directly Supervised:

SIGNATURE OF AGENCY REPRESENTATIVE

DATE: 1/7/13

POSITION DESCRIPTION

AGENCY/DEPT ID	
DAS501120	

DIVISION OR INSTITUTION	UNIT OR OFFICE	COUNTY OF EMPLOYMENT
Office of Information Technology	State CIO's Office	Franklin

POSITION NUMBER 20006657

☐ Reclassification ☐ New Position ☒ Update

Position Hyperlinked to ☐ Agency Organizational Tree

USUAL WORKING TITLE OF POSITION	POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR
Business Transformation Program Mgr	

☒ Permanent ☐ Temporary ☐ Intermittent	☐ Classified ☒ Unclassified ☐ Essential	Overtime: ☐ Eligible ☒ Exempt If FLSA Exempt, exemption type:	Bargaining Unit 22 PR - 45 Page 2 of 2

NORMAL WORKING HOURS (Explain unusual or rotating shift):
FROM: 8:00 am TO: 5:00 pm

JOB CODE TITLE
Business Transformation Program Manager

JOB CODE 63335

JOB DESCRIPTION AND WORKER CHARACTERISTICS

%	Job Duties in Order of Importance	Knowledge, Skills & Abilities
50	Acts on behalf of the State Chief Information Officer (CIO) & Office of Information Technology (OIT) leadership team to align OIT's people, processes & technology initiatives more closely with its business strategy & vision to support & help innovate new business strategies & meet long-term objectives; identifies more cost-effective, higher-value programs, products & services; develops marketing strategies that lead to better agility; increases enterprise IT effectiveness & efficiency; manages ongoing, coordinated evolution of the business process, application & supporting technology portfolios to achieve an optimized value, cost, & risk objective. • Lead SOCC remediation efforts - internal and external focus including vendor/contract management; liaison to vendor project manager; maintain schedule • Realign infrastructure services with co-managed environment to drive efficiency including development of cost recovery model • Oversee facility operations – liaison with General Services Division	Knowledge of 1, 2, 3, 4, 5, 6, 7, 8, 9, 10 Skill in 12 Ability to 13, 14, 15, 16, 17
15	Advises State Chief Information Officer, department director, deputy directors, agency representatives, legislature, vendors & other stakeholders on technical issues, trends & future requirements: represents state on various committees & organizations; collaborates with State Chief Information Security Officer on data security issues and approaches; attends & interacts with various technical advisory services such as Gartner Group; represents Office of Information Technology (OIT) in areas of information technology (e.g., attends conferences, gives testimony & provides information to acquaint stakeholders with IT shared solutions.)	Knowledge of 6, 7*, 8, 12. Ability to 14, 16, 17, 19, 20

This position is in unclassified service per Section 124.11(A)(9) of Ohio Revised code & is overtime exempt.

List Position Numbers & Job Titles of Positions Directly Supervised:	SIGNATURE OF AGENCY REPRESENTATIVE	DATE
		1/7/13

Approved 1-7-13 JA