

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

POSITION NUMBER 20071615 JOB CODE TITLE Project Manager 3 JOB CODE 63383 APD 3-1-12 <i>WES</i>	<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 OAKS Change Management Lead		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 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 17 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	
	85	Responsible for working directly with Ohio Administrative Knowledge System (OAKS) executives and other agencies to define change management needs, develop and document change management plans, processes, methods and deliverables to be used repetitively on all new OAKS projects that will include: new PeopleSoft implementations; major PeopleSoft system upgrades; and Business Process Reengineering initiatives. Focuses on strategic planning of OAKS projects; focuses on coordination of projects with other services & projects using project & change management methodologies (e.g., time, cost, scope, audience assessment, risk assessment, communication plan); develops &/or directs development & implementation of planning documents (e.g., resources, specific assignments); creates and executes project work plans and revises as appropriate to meet changing needs and requirements; reviews deliverables, and ensures that project documents are complete, current and stored appropriately; sets and manages client expectations, continually seeks opportunities to increase customer satisfaction and deepen client relationship; facilitates team and client meetings effectively; effectively communicates relevant project information to superiors; drives OAKS adoption by focusing on the people aspects of change initiatives, including changes to business processes, systems and technology.	Knowledge of (1) project/program management; (2) employee training and development; (3) organizational change management; (4) government structure and process; (5) effective communication techniques; (6) business administration; (7) PeopleSoft software. Skill in (8) operation of personal computer and Microsoft office suite software. Ability to (9) interpret a variety of instructions in written or oral form; (10) define problems, collect data, establish facts and draw valid conclusions; (11) understand most difficult classes of concepts; (12) deal with many variables and determine specific action; (13) proofread technical materials, recognize errors and make corrections; (14) use proper research methods in gathering data; (15) originate and/or edit articles for publication; (16) develop complex reports and position papers; (17) gather, collate and classify information; (18) handle sensitive inquiries from and contacts with officials and the general public.	
	10	Promotes benefits of business transformation projects to executives at state agencies; develops and/or directs the development and implementation of planning documents; analyzes and defines requirements to facilitate the adoption and integration of business needs; identifies potential business process improvements; organizes agency events such as communities of practice.	Knowledge 1, 2, 3, 4, 5, 6, 7. Skill in 8. Ability to 9, 10, 11, 12, 13, 14, 15, 16, 17, 18. *Developed after employment.	
	List Position Numbers & Job Titles of Positions Directly Supervised:		SIGNATURE OF AGENCY REPRESENTATIVE <i>Darlene White</i>	DATE 1-10-12

