

# POSITION DESCRIPTION

AGENCY/DEPT ID  
DAS/DAS105270

DIVISION OR INSTITUTION  
General Services Division

UNIT OR OFFICE  
Business Operations

COUNTY OF EMPLOYMENT  
Franklin

POSITION NUMBER  
20073295

Reclassification     New Position     Update    Position Hyperlinked to  Agency Organizational Tree

USUAL WORKING TITLE OF POSITION: DAS FIN Program Manager    POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR: See Table of Organization

Permanent     Temporary     Intermittent     Classified     Unclassified     Essential    Overtime:  Eligible     Exempt    Bargaining Unit 22  
If FLSA Exempt, exemption type: Administrative    Page 1 of 2

NORMAL WORKING HOURS (Explain unusual or rotating shift):  
FROM: 8:00a.m. TO: 5:00 p.m.: Occasional evening or weekend hours are required.  
Report in location & work hours subject to change.

### JOB DESCRIPTION AND WORKER CHARACTERISTICS

%	Job Duties in Order of Importance	Knowledge, Skills & Abilities
60	Administers all phases of assigned business transformation project(s) related to modification, enhancement & management of Ohio Administrative Knowledge System (OAKS) Financials modules (i.e., PeopleSoft & OAKS applications for Strategic Sourcing (eSS), e-Procurement (ePro), Purchasing (PO), Contracts Management (CM) & Asset Management (AM)); supervises staff as assigned (e.g., delegates assignments & monitors progress, prepares performance evaluations, approves leave requests & timesheets, interviews applicants & makes recommendations to administration, administers discipline, creates performance measurements & evaluates performance, resolves personnel issues); develops & implements policy & procedures regarding incorporation of OAKS Financial modules; manages assigned projects related to financials & reporting; defines project requirements (e.g., process improvement opportunities); drafts & reviews general design documents; analyzes & defines risks that may impact projects; defines specific activities to be performed to produce project deliverables; ensures scheduled system time frames are met; logs System Investigation Reports (SIRs) with service provider; coordinates with developers & consultants to resolve technical & functional issues in OAKS Financials; reports delivery problems & provides performance data to DAS & OBM; resolves Help Desk tickets & responds to inquiries; evaluates proposed changes to OAKS functionality; provides regular progress reports to service provider, DAS & agencies; oversees delivery to end user/client for operational use; conducts & evaluates testing (e.g., System Acceptance Testing (SAT), User Acceptance Testing (UAT), & Operational Readiness Testing (ORT)) for new functionality in OAKS; acts as representative of DAS GSD in monitoring & resolving OAKS production issues, defects & enhancements; acts as liaison to agencies in resolving issues related to OAKS production environment; shares lessons learned with team members; recommends, reviews & edits training materials; & oversees maintenance & migrations for OAKS FIN training environment.	Knowledge of (1) computer science; (2) business & organizational transformation; (3) program & project management; (4) public sector finance; (5) budgets; (6) government structure & process*; (7) public relations; (8) supervisory principles & practices; (9) agency policies & procedures*; (10) PeopleSoft Enterprise Applications; (11) general procurement & asset management processes & procedures. Skill in (12) operation of personal computer & associated hardware/software (e.g., PeopleSoft, MS Word, Excel, Access, PowerPoint, Outlook) Ability to (13) deal with large number of variables & determine appropriate course of action; (14) develop & implement policies & procedures; (15) prepare, edit, review, analyze & interpret work papers & financial reports; (16) understand variety of technical material related to computer software & related hardware systems; (17) handle sensitive inquiries from & contacts with government officials & public.  *developed after employment.

JOB CODE TITLE  
Business Transformation Module Lead

JOB CODE  
63333

List Position Numbers & Job Titles of Positions Directly Supervised:  
See Table of Organization

SIGNATURE OF AGENCY REPRESENTATIVE

DATE

*Jeffrey Westhonen/ea*    10/24/12

App 10-24-12-GR

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DIVISION OR INSTITUTION General Services Division	UNIT OR OFFICE Business Operations	COUNTY OF EMPLOYMENT Franklin

POSITION NUMBER 20073295	<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 DAS FIN Program 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 checked="" type="checkbox"/> Essential	Overtime: <input type="checkbox"/> Eligible <input checked="" type="checkbox"/> Exempt  If FLSA Exempt, exemption type: Administrative	Bargaining Unit 22  Page 2 of 2
	NORMAL WORKING HOURS (Explain unusual or rotating shift): FROM: 8:00a.m. TO: 5:00 p.m. Occasional evening or weekend hours are required. Report in location & work hours subject to change.			
<b>JOB DESCRIPTION AND WORKER CHARACTERISTICS</b>				
%	Job Duties in Order of Importance	Knowledge, Skills & Abilities		
40	Manages, directs & evaluates OAKS projects, production support, system training & help desk as they relate to PeopleSoft & OAKS DAS FIN applications (e.g., Customer Relationship Management (CRM), Enterprise Learning Management (ELM), Business Intelligence (BI), Cognos, eSS, ePro, PO, CM & AM); manages Tier 2 & Tier 3 help desk for GSD as business owner of these modules including handling & resolution of all cases assigned to DAS FIN; responsible for design & development of all training materials, books, presentations & exercises for delivery to all users of DAS FIN modules; manages scheduling & delivery of training to all users of DAS FIN modules; formulates & recommends program policies; develops & manages work plans for project teams; directs business process reengineering, technology replacement & change management; conducts needs analysis & gap analysis; prepares budgets; determines organizational structure & staffing patterns; identifies, presents & recommends training; attends meetings (e.g., statewide meetings, OAKS management meetings, user group sessions, national organization meetings); performs other duties as assigned.	Knowledge of: 1, 2, 3, 4, 5, 6*, 7, 8, 9*, 10, 11, (18) help desk or call center operations, (19) training material design & development, (20) training program management; (21) technical writing; (22) business process delivery Skill in: 12 Ability to: 13, 15, 16, 17, (23) create &/or edit technical/instructional materials to be presented in print or oral form.		
		*developed after employment.		
JOB CODE 63333	List Position Numbers & Job Titles of Positions Directly Supervised: See Table of Organization		SIGNATURE OF AGENCY REPRESENTATIVE  <i>Jeffrey Westhonen/ce</i>	
			DATE 10/24/12	

Appl 10-24-12 (22)