100-100U

POSITION DESCRIPTION

AGENCY/DEPT ID
DAS/DAS105270

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

POSITION NUMBER 20073295

☐ Reclassification ☐ New Position ☒ Update

Position Hyperlinked to ☐ Agency Organizational Tree

USUAL WORKING TITLE OF POSITION	POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR
DAS FIN Program Manager	20005497 Business Operations Manager 3

☒ Permanent ☐ Temporary ☐ Intermittent

☒ Classified ☐ Unclassified ☒ Essential

Overtime: ☐ Eligible ☒ Exempt

If FLSA Exempt, exemption type: Administrative

Bargaining Unit 22

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 subject to change.

JOB DESCRIPTION AND WORKER CHARACTERISTICS

%	Job Duties in Order of Importance	Knowledge, Skills & Abilities
60	Serves as program manager over assigned projects, including all phases of project management 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), Capital Improvements (CI), Contracts Management (CM) & Asset Management (AM)): 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 inquires from & contacts with government officials & public. *developed after employment.

JOB CODE TITLE Project Manager 1

JOB CODE 63381

List Position Numbers & Job Titles of Positions Directly Supervised:
20005524 Business Transformation Analyst
20074984 Senior Business Transformation Analyst
20074979 Business Transformation Analyst
20075325 Senior Business Transformation Analyst
20075864 Business Transformation Analyst

SIGNATURE OF AGENCY REPRESENTATIVE: Randall Howard

DATE: 6/16/11

Appl 4/27/11

100-100U

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DAS/DAS105270

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

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☒ Permanent ☐ Temporary ☐ Intermittent	☒ Classified ☐ Unclassified ☒ Essential	Overtime: ☐ Eligible ☒ 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.
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JOB CODE TITLE
Project Manager 1

JOB DESCRIPTION AND WORKER CHARACTERISTICS

%	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, CI, 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; manages & 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; 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) call center operations, (19) training material design & development, (20) training program management. Skill in: 12 Ability to: 13, 15, 16, 17 *developed after employment.

Appd 4/27/11 [illegible]

JOB CODE 63381

List Position Numbers & Job Titles of Positions Directly Supervised:	SIGNATURE OF AGENCY REPRESENTATIVE	DATE
20005524 Business Transformation Analyst 20074984 Senior Business Transformation Analyst 20074979 Business Transformation Analyst 20075325 Senior Business Transformation Analyst 20075864 Business Transformation Analyst	[signature]	6/16/11