POSITION DESCRIPTION

AGENCY/DEPT ID		
DAS500000		
DIVISION OR INSTITUTION OFFICE OF INFORMATION TECHNOLOGY	UNIT OR OFFICE Ohio Shared Solutions Office	COUNTY OF EMPLOYMENT Franklin

POSITION NUMBER 20073333

☒ Reclassification ☐ New Position ☐ Update

Position Hyperlinked to Agency Organizational Tree ☐

USUAL WORKING TITLE OF POSITION	POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR
Business Analyst	SEE TABLE OF ORGANIZATION

☐ Permanent ☒ Temporary ☐ Intermittent	☐ Classified ☒ Unclassified ☐ Essential	Overtime: ☒ Eligible ☐ Exempt If FLSA Exempt, exemption type:	Bargaining Unit 22 PR N/A Page 1 of 1

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
90	On behalf of the Department of Administrative Services (DAS), Deputy Director for the Ohio Shared Solutions (OSS) Office the position will serve as the Business Analyst role for the Ohio Integrated Eligibility project and be responsible for leading the requirements validation and functional design phases for the Medicaid program implementation, and for the ABD (Aged, Blind and Disabled) categories, in particular. The position is responsible for heling in development of functional design deliverables for the project, and working with the system development and testing teams to deploy the functionality to a production environment.	**Knowledge of** (1) *agency policies/procedures; (2) general business and functional requirements; (3) business administration; (4) human relations. **Skill in** (5) operation of a personal computer & peripherals; (6) hardware & software installation. **Ability to** (7) define problems, collect data, establish facts, draw valid conclusions & initiate solutions; (8) interpret extensive variety of technical material in books, journals & manuals; (9) apply principles to solve practical, everyday problems; (10) handle inquiries from & contacts with officials & general public; (11) get alone well in a team environment; (12) follow both written and verbal instructions.
10	Will assist the office management team and co-workers with day-to-day work assignments as requested. Position is unclassified per Section 124.11(A12) of Ohio Revised Code.	**Knowledge of** *1-4. **Skill in** 5-6. **Ability to** 7-12. *developed after employment.

JOB CODE TITLE College Intern

JOB CODE 99940

APD 12-3-14 ub

SRD 10/22/14

List Position Numbers & Job Titles of Positions Directly Supervised:	SIGNATURE OF AGENCY REPRESENTATIVE	DATE
	Devan Mehta	10/22/14