

<b>POSITION DESCRIPTION</b>		AGENCY/DEPT ID DAS/510120
DIVISION OR INSTITUTION Office of Information Technology	UNIT OR OFFICE OAKS	COUNTY OF EMPLOYMENT Franklin

POSITION NUMBER 20073333           JOB CODE TITLE Data Systems Administrator           JOB CODE 64135	<input type="checkbox"/> Reclassification <input type="checkbox"/> New Position <input checked="" type="checkbox"/> Update		Position Hyperlinked to <input type="checkbox"/> Agency Organizational Tree	
	USUAL WORKING TITLE OF POSITION FIN Service Assurance Manager		POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR 20073332 Deputy Director 6	
	<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  Page 1 of 2
	NORMAL WORKING HOURS (Explain unusual or rotating shift): FROM: 8:00 am    TO: 5:00 pm			
	<b>JOB DESCRIPTION AND WORKER CHARACTERISTICS</b>			
	%	Job Duties in Order of Importance	Knowledge, Skills & Abilities	
	25	Acts as project manager for Financial Service Assurance projects related to Ohio Administrative Knowledge System (i.e., OAKS running on PeopleSoft applications) Financial Modules (FIN)(e.g., general ledger, accounts payable/receivable, budget, asset management, purchasing); manages multiple and sensitive projects; oversees financial program and contract compliance; participates in review and approval of vendor estimates (e.g., level of effort); assumes accountability for vendor execution, service delivery, and overall performance across the portfolio of projects and discretionary enhancements approved by the Steering Committee; leads capacity planning and pipeline management for FIN Modules; performs overall scheduling coordination with vendor; provides relevant FIN status reports (e.g., executive, OAKS Management, weekly updates); develops and implements program and project policies and procedures; acts in absence of program manager for FIN Module decisions.	Knowledge of (1) computer science; (2) state accounting and budget processes; (3) PeopleSoft financial modules functionality and business processes; (4) business and architecture components; (5) budgeting, planning and forecasting; (6) project management; (7) contract governance; (8) capacity planning; Skill in (9) operation of personal computer and associated hardware/software; Ability to (10) turn concepts into working models; (11) define problems, collect data, establish facts, draw valid conclusions and initiate solutions; (12) communicate effectively with business owners, vendors, and internal staff and general public both orally and in writing; (13) handle sensitive inquiries, contacts and complaints from officials and general public.	
	50	Organizes, directs and manages activities of team of information technology (IT) professionals involved in analyzing business needs of customers to support the vendor's maintenance and enhancement of the PeopleSoft FIN application that supports financial modules: supervises lower-level technical staff (e.g., approves time and attendance, completes performance evaluations, sets goals, recommends hiring/promotion/demotion, dismissal/suspension or other discipline, recommends staffing levels; assesses personal learning plans); reviews detailed designs, statements of work and change order requests; works with vendor to resolve service level issues; ensures service level agreements are met; leads capacity planning and pipeline management; performs overall scheduling coordination with vendor.	Knowledge of 1, 2, 3, 4, 5, 6, 7, 8, (14) supervision; (15) employee training and development; (16) service level agreements; Skill in 9 Ability to 10, 11, 12, 13; (17) assess technical statements of work and change orders.	
	List Position Numbers & Job Titles of Positions Directly Supervised: 20075316 IT Architect/Consultant 1 20073475 Business Process Anl 3 20075307 Business Process Anl 3 20073531 Business Process Anl 3		SIGNATURE OF AGENCY REPRESENTATIVE 	DATE 5/25/10

