

POSITION DESCRIPTION

AGENCY/DEPT ID
DAS500000

DIVISION OR INSTITUTION
OFFICE OF INFORMATION TECHNOLOGY

UNIT OR OFFICE
Enterprise Shared Solutions (ESS)

COUNTY OF EMPLOYMENT
Franklin

POSITION NUMBER
20073407

Reclassification New Position Update Position Hyperlinked to Agency Organizational Tree

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

Permanent Classified Overtime: Eligible Exempt Bargaining Unit 22
 Temporary Unclassified
 Intermittent Essential If FLSA Exempt, exemption type: ADMIN PR 45
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
25	Serve as the deputy director for the Office of Information Technology (OIT)/Enterprise Shared Solutions (ESS) to oversee projects related to Ohio Administrative Knowledge System (i.e., OAKS running on PeopleSoft applications) Business Intelligence and Enterprise Performance Management (BI/EPM) Modules (e.g., data warehouse): manages multiple and sensitive projects; oversees EPM 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 EPM modules; performs overall scheduling coordination with vendor; provides relevant EPM 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 EPM Module decisions.	Knowledge of (1) computer science; (2) data warehouse processes; (3) PeopleSoft BI/EPM module 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 HCM application that supports HCM 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 1-8, (14) supervision; (15) employee training and development; (16) service level agreements; Skill in 9 Ability to 10-13, (17) assess technical statements of work and change orders.

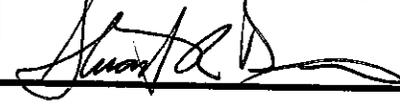
JOB CODE TITLE
Deputy Director 5

JOB CODE #FD 1/22/15
61315

List Position Numbers & Job Titles of Positions Directly Supervised:
SEE TABLE OF ORGANIZATION

SIGNATURE OF AGENCY REPRESENTATIVE

DATE



12/22/15

POSITION DESCRIPTION		AGENCY/DEPT ID DAS500000
DIVISION OR INSTITUTION OFFICE OF INFORMATION TECHNOLOGY	UNIT OR OFFICE Enterprise Shared Solutions (ESS)	COUNTY OF EMPLOYMENT Franklin

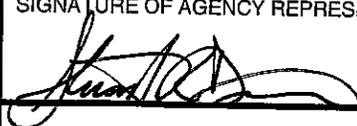
POSITION NUMBER 20073407	<input type="checkbox"/> Reclassification <input type="checkbox"/> New Position <input checked="" type="checkbox"/> Update		Position Hyperlinked to <input type="checkbox"/> Agency Organizational Tree
	USUAL WORKING TITLE OF POSITION		POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR 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: ADMIN
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
25	Acts as primary interface to and from business process owners and service providers: proactively manages the business/customer relationship; understands business priorities and portfolio of business initiatives in order to effectively manage customer expectations and negotiate priorities as required; approves requests for enhancements to HCM modules; oversees requirements analysis and documentation; reviews system design to ensure that designs address business requirements; reviews and approves production migrations; acts as escalation point to resolve Level 3 technical issues.	Knowledge of 1-16 Skill in 9 Ability to 10-17

JOB CODE TITLE
Deputy Director 5

 JOB CODE
61315

 APD 1/12/16 vjs

List Position Numbers & Job Titles of Positions Directly Supervised:	SIGNATURE OF AGENCY REPRESENTATIVE 	DATE 12/22/15
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