

# POSITION DESCRIPTION

OHIO DEPARTMENT OF ADMINISTRATIVE SERVICES

AGENCY  
Department of Administrative Services

DIVISION OR INSTITUTION  
Office of Information Technology

UNIT OR OFFICE  
OAKS/Program Admin/Business Intelligence

POSITION NUMBER  
20073407

State Agency     County Agency     New Position     Change

County of Employment  
Franklin

USUAL WORKING TITLE OF POSITION  
Business Intelligence Manager

POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR  
20073332 Deputy Director 6

NORMAL WORKING HOURS (Explain unusual or rotating shift)  
8:00 a.m. - 5:00 p.m.

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## JOB DESCRIPTION AND WORKER CHARACTERISTICS

%	Job Duties in Order of Importance	Minimum Acceptable Characteristics
30	Directs & administers all activities related to design & development of enterprise-wide data analysis & reporting solutions: oversees production of standard reporting & business intelligence packages (e.g., dashboards, presentations) for use by key stakeholders at all levels of organization); develops project long-range requirements for business intelligence in conjunction with other managers in information systems functions & business functions; consults with & advises users of business intelligence systems; collaborates with database administration team on schemas & data structures to enable access to data elements & variables; prepares activity & progress reports regarding business intelligence section; provides leadership to & supervises EPM technical personnel; ( e.g., assigns & prioritizes work, monitors work progress, orients & trains new staff, assists staff in resolving difficult system problems, answers technical questions; recommends changes in section procedures &/or standards); ensures coverage for system issues 24 hours/day, 7 days/week.	Knowledge of (1) business intelligence practices & principles; (2) data warehousing concepts & development methodologies; (3) database development & maintenance; (4) supervisory techniques; (5) project & data management; (6) computer science; (7) systems analysis & design (e.g., requirements analysis, solution design, development & implementation); Skill in (8) operation of personal computer & associated hardware/software; Ability to (9) define problems, collect data, establish facts, draw valid conclusions & initiate solutions; (10) communicate effectively orally & in writing; (11) manage relationships;
40	Utilizes high-level & complex computer programming, analysis & design techniques to manage projects related to Enterprise Performance Management (EPM): provides input to senior information technology management regarding OAKS data standards and practices; manages multiple & sensitive projects related to Ohio Administrative Knowledge System (e.g., OAKS running on PeopleSoft application); manages & directs activities of data warehouse; oversees day-to-day work efforts of the EPM application support team in development, problem investigation & resolution, application fixes, enhancements, & minor upgrades; administers System Investigation Request logs, manages Cognos & PeopleSoft Query reporting applications & related databases; ensures data warehouse databases are configured, maintained, & upgraded; monitors performance against service level commitments; implements & monitors batch schedules & activities; provides detailed status reporting; leads quality reviews; plans & manages resources; monitors EPM processes & initiates needed changes; interacts with EPM user community.	Knowledge of 1, 2, 3, 4, 5, 6, 7, (12) EPM business processes; (13) PeopleSoft EPM technical architecture components & functionality; (14) state's business needs*; (15) ad-hoc query capability of OAKS application; (16) Cognos & PS Query; (17) OAKS data dictionaries*; (18) data warehouse reporting tables & tools; (19) ETL tools & concepts (e.g., Ascential DataStage platform); (20) use of, SQL, PeopleTools; & Oracle SQL; (21) ensure 24X7 response to system issues; Skill in 8 Ability to 9, 10, 11.  *developed after employment

JOB CODE TITLE  
Data Systems Administrator

JOB CODE  
64135

List Position Numbers & Titles of Positions Directly Supervised:

20073476 Prog/Anl 5	20075365 IT Consultant 2
20073478 Prog/Anl 4	20075570 IT Consultant 2
20075307 Systems Anl 2	

SIGNATURE OF AGENCY REPRESENTATIVE

*Darlene Will*

DATE

7/10/08

Apd 7-21-08 CB

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		DIVISION OR INSTITUTION Office of Information Technology
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POSITION NUMBER 20073407	<input checked="" type="checkbox"/> State Agency <input type="checkbox"/> County Agency <input type="checkbox"/> New Position <input checked="" type="checkbox"/> Change	County of Employment Franklin
	USUAL WORKING TITLE OF POSITION Business Intelligence Manager	POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR 20073332 Deputy Director 6
	NORMAL WORKING HOURS (Explain unusual or rotating shift) 8:00 a.m. - 5:00 p.m.	

**JOB DESCRIPTION AND WORKER CHARACTERISTICS**

%	Job Duties in Order of Importance	Minimum Acceptable Characteristics
30	Performs other related management functions: participates in budget development for unit; develops complex reports; responds to inquiries regarding Cognos & PS Query; provides access to training & development for staff; establishes unit goals & objectives; develops, implements & enforces unit policies, procedures & standards; assists with management of contractors; provides individual & team project management of systems design &/or development for complex &/or specialized EPM updates & enhancements	Knowledge of 1, 2, 3, 4, 5, 6, 7, 10, (20) budgeting; (21) employee training & development; Skill in 11, 12 Ability to 13, 14, 15, & (22) prepare meaningful, concise & accurate reports.
Position is unclassified per 124.11(A)(9) of Ohio Revised Code and is overtime exempt. Works as essential employee.		*developed after employment

Appl 7-21-08CB

JOB CODE TITLE  
 64135 Data Systems Administrator

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