100-600R

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

JOB CODE TITLE Deputy Director 5

JOB CODE 61315

☒ 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.

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

Apd 9-26-08 CB

List Position Numbers & Titles of Positions Directly Supervised:

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

SIGNATURE OF AGENCY REPRESENTATIVE: Darlene Wilt

DATE: 8/21/08

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20073332 Deputy Director 6

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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

JOB CODE TITLE
Deputy Director 5

JOB CODE
61315

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

SIGNATURE OF AGENCY REPRESENTATIVE

DATE
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