POSITION DESCRIPTION

		AGENCY/DEPT ID Department of Administrative Services DAS302310
DIVISION OR INSTITUTION Human Resources Division (HRD)	UNIT OR OFFICE Applications & Reporting	COUNTY OF EMPLOYMENT Franklin

POSITION NUMBER 20073474

☒ Reclassification ☐ New Position ☒ Update

Position Hyperlinked to ☐ Agency Organizational Tree

USUAL WORKING TITLE OF POSITION	POSITION NO. AND JOB TITLE OF IMMEDIATE SUPERVISOR
Business Transformation Analyst	See Table of Organization

☒ Permanent ☐ Temporary ☐ Intermittent	☒ Classified ☐ Unclassified	Overtime: ☐ Eligible ☒ Exempt If FLSA Exempt, exemption type:	Bargaining Unit 22 Page 1 of 2

NORMAL WORKING HOURS (Explain unusual or rotating shift):
FROM: TO:

JOB TITLE **Business Transformation Analyst**

JOB CODE 63331

JOB DESCRIPTION

%	Job Duties in Order of Importance	Knowledge, Skills & Abilities
60	In the Department of Administrative Services (DAS), Human Resources Division (HRD), Applications & Reporting section, works under general direction of the Human Capital Management (HCM) Portal Manager & requires considerable knowledge of business transformation, organizational design &/or process reengineering changes in order to manage HCM Position Management & HCM Security components & develop & implement configuration, policies & procedures for HCM requirements to assist State agencies, business owners, & HCM Support team during one, multiple, or all phases of assigned business transformation projects or initiatives; identifies & resolves problems with module; consults with customer staff to analyze business issues & works towards solutions to business problems; collaborates with system designers, Ohio Administrative Knowledge System (OAKS) Service Assurance & Security teams, as well as HRD HCM Support team to configure HCM tables; responds to inquiries requiring higher level knowledge of system processes regarding Position Management to support business requirements; provides support to HRD by researching & fixing issues with module elements; provides production support & problem determination; develops custom processes; develops & implements policies & procedures related to the HCM Position Management & HCM Security modules; provides HCM support to other PeopleSoft environments (e.g. CRM, ELM, FIN, BI); provides backup for supervisor during absences.	Knowledge of: (1) Ohio Administrative Knowledge System (OAKS)*; (2) PeopleSoft application; (3) State of Ohio Human Resources programs & processes*; (4) business administration; (5) laws, rules & regulations relating to Human Resources & recruiting; (6) business process & organizational engineering; (7) agency policies & procedures*. Skill in: (8) operation of personal computer & associated hardware & software (e.g., MS Word, Excel, PeopleSoft*); (9) configuring Human Resources tables (e.g., EEO categories, personnel actions requests, classifications, pay rate tables). Ability to: (10) deal with many variables & determine specific course of action; (11) use proper research methods in gathering data; (12) gather, collate, & classify information; (13) draft &/or edit administrative policies, procedures, informational booklets, & directives. *developed after employment

List Position Numbers & Job Titles of Positions Directly Supervised:	SIGNATURE OF AGENCY REPRESENTATIVE	DATE
		11-22-13

Approved 11-22-13 AC

POSITION DESCRIPTION

		AGENCY/DEPT ID Department of Administrative Services DAS302310
DIVISION OR INSTITUTION Human Resources Division (HRD)	UNIT OR OFFICE Applications & Reporting	COUNTY OF EMPLOYMENT Franklin

POSITION NUMBER 20073474

☒ Reclassification ☐ New Position ☒ Update

Position Hyperlinked to Agency Organizational Tree ☐

USUAL WORKING TITLE OF POSITION	POSITION NO. AND JOB TITLE OF IMMEDIATE SUPERVISOR
Business Transformation Analyst	See Table of Organization

☒ Permanent ☐ Temporary ☐ Intermittent	☒ Classified ☐ Unclassified	Overtime: ☐ Eligible ☒ Exempt If FLSA Exempt, exemption type:	Bargaining Unit 22 Page 2 of 2

NORMAL WORKING HOURS (Explain unusual or rotating shift):
FROM: TO:

JOB TITLE Business Transformation Analyst

JOB CODE 63331

JOB DESCRIPTION

%	Job Duties in Order of Importance	Knowledge, Skills & Abilities
25	Cross trains on & serves as backup staff for functions of additional OAKS/PeopleSoft modules related to HCM Position Management & HCM Security (e.g. Payroll, Benefits, ELM); performs other related duties as assigned; works with HRD to design & review end-user training programs for Position Management module; identifies areas of significant change in process to end users & makes recommendations for additional training materials to assist in facilitating user training; conducts training as needed.	Knowledge of: 1*, 2, 3*, 6, 7* Skill in: 8, 9 Ability to: 10, 11, 12, 13, (14) deliver training presentations.
15	Serves as backup to Senior Business Transformation Analyst (Senior BTA) to the myOhio enterprise portal; attends myOhio Community of Practice (COPS) meetings in absence of supervisor; serves as liaison to agencies & HCM Support team to convey Statewide objectives & improve agency operations within myOhio.	Knowledge of: 1*, 2, 3*, 4, 5, 6, 7* Skill in: 8, 9 Ability to: 10, 11, 12, 13.

List Position Numbers & Job Titles of Positions Directly Supervised:	SIGNATURE OF AGENCY REPRESENTATIVE	DATE
		11-22-13

Appd 11-22-13 AC