

POSITION DESCRIPTION

AGENCY/DEPT ID
Department of Administrative Services
DAS301000

DIVISION OR INSTITUTION
Human Resources Division

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: Business Transformation Analyst POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR: See Table of Organization

Permanent Classified Overtime: Eligible Exempt Bargaining Unit
 Temporary
 Intermittent Unclassified If FLSA Exempt, exemption type:

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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
15	Consults with ART & HCM regarding unit operations, problems and process improvements involving all aspects of the HR, Benefits, Payroll and Time & Labor modules; learns new emerging OAKS features and functions & assists in training ART and HCM on new processes; produces reports from OAKS HCM for all HCM Support (e.g., Operations, Talent Managements, Benefits Administration, Office of Collective Bargaining).	Knowledge of 1*, 2, 3*, 4, 5, 6, 7**, (16) training & development. Skill in 8, 9, 10. Ability to 11, 12, 13, 14, 15.
10	Performs other related duties as assigned: works with change management team and the Office of Learning and Professional Development to design, & review end-user training programs for the HR, Benefits and payroll modules; identifies areas of significant change in process to the end user & makes recommendations for additional job aides to assist in facilitating user training; conducts training as needed.	Knowledge of 1*, 2, 3*, 4, 5, 6, 7*, (16) training & development. Skill in 8, 9, 10. Ability to 11, 12, 13, 14, 15.
	Position is overtime exempt.	*developed after employment

JOB TITLE
Business Transformation Analyst

JOB CODE
63331
Amend 9.1.15 AAC

List Position Numbers & Job Titles of Positions Directly Supervised:

SIGNATURE OF AGENCY REPRESENTATIVE

DATE

Shawn M. Vinkler

11/1/2015