

POSITION DESCRIPTION		AGENCY/DEPT ID Department of Administrative Services DAS302290
DIVISION OR INSTITUTION Human Resources Division	UNIT OR OFFICE HCM Support	COUNTY OF EMPLOYMENT Franklin

POSITION NUMBER 20073474 JOB TITLE Management Analyst Supervisor 2 JOB CODE 63216 ADD 3/13/09 VAS	<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 Benefits Module Lead	POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR 20005945 Human Resource Manager 4
	<input checked="" type="checkbox"/> Permanent <input checked="" type="checkbox"/> Classified Overtime: <input type="checkbox"/> Eligible <input checked="" type="checkbox"/> Exempt <input type="checkbox"/> Temporary <input type="checkbox"/> Intermittent <input type="checkbox"/> Unclassified If FLSA Exempt, exemption type:	Bargaining Unit Page 1 of 1
	NORMAL WORKING HOURS (Explain unusual or rotating shift): FROM: 8:00 a.m. TO: 5:00 p.m. & subject to overtime/call back 24X7	

JOB DESCRIPTION AND WORKER CHARACTERISTICS		
%	Job Duties in Order of Importance	Knowledge, Skills & Abilities
85	Serves as agency manager for Ohio Administrative Knowledge System (e.g., OAKS running on PeopleSoft application) application support team Benefits Module: plans & conducts Conference Room Pilots (CRP) to review current requirements & gather additional requirements for enhancements; develops & documents "to be" processes in PeopleSoft; identifies & resolves problems with module; consults with customer staff to analyze business issues & work toward solutions to business problems; works closely with system designers & Human Resources Division, Human Capital Management support team to configure benefit &/or leave plans (e.g., sick, vacation, medical leave; dental, vision & health plans); changes fields & coordinates resulting changes to other fields, responds to inquiries requiring higher-level knowledge of system processes regarding Benefit Plans & Leave Plans which support business requirements (e.g., employee medical, dental, vision, life, & disability insurance benefits, sick, vacation, personal, old sick, firefighters' holiday leave & retirement benefits); provides support to agencies by researching & fixing issues with module elements; provides production support & problem determination; develops custom processes; develops & implements policies & procedures related to the benefits module; responds to module issues 24 hrs/day, 7 days/week as needed.	Knowledge of: (1) OAKS system*; (2) PeopleSoft web-based application; (3) State of Ohio benefit programs & processes*; (4) business administration; (5) laws, rules, & regulations relating to benefits; Skill in: (6) operation of personal computer & associated hardware & software; (7) configuring benefit &/or leave plans (e.g., sick, vacation, medical leave; dental, vision & health plans); Ability to: (8) deal with many variables & determine specific course of action; (9) use proper research methods in gathering data; (10) gather, collate & classify information; (11) draft &/or edit administrative policies, procedures, informational booklets & directives; (12) employee training & development; (13) provide production support 24 hrs/day, 7 days/week.
15	Performs other related duties as assigned: works with change management team to design, & review end-user training programs for the Benefits module; identifies areas of significant change in process to the end user & makes recommendations for additional job aides to assist in facilitating user training. Position is overtime exempt.	Knowledge of: 1*, 2, 3, 4*, 5, 6. Skill in: 6, 7. Ability to: 8, 9, 10, 11, 12, 13. <u>Position Specific Minimum Qualifications</u> 12 mos. exp. configuring benefit &/or leave plans (e.g., sick, vacation, medical leave; dental, vision & health plans); 6 mos. exp. using web-based applications (e.g., PeopleSoft). *developed after employment

List Position Numbers & Job Titles of Positions Directly Supervised:	SIGNATURE OF AGENCY REPRESENTATIVE <i>David S. Holbrook</i>	DATE 3/16/09
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