

POSITION DESCRIPTION		AGENCY/DEPT ID Department of Administrative Services DAS301000
DIVISION OR INSTITUTION Human Resources Division	UNIT OR OFFICE Applications & Security	COUNTY OF EMPLOYMENT Franklin

POSITION NUMBER 20073481 JOB TITLE Senior Business Transformation Analyst JOB CODE 63332 <i>Copy 9/20/14</i>	<input checked="" 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 HR/CG Module Lead		POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR See Table of Organization	
	<input checked="" type="checkbox"/> Permanent <input type="checkbox"/> Temporary <input type="checkbox"/> Intermittent	<input checked="" type="checkbox"/> Classified <input type="checkbox"/> Unclassified	Overtime: <input type="checkbox"/> Eligible <input checked="" type="checkbox"/> Exempt If FLSA Exempt, exemption type:	Bargaining Unit Page 1 of 2
	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	Under direction of Project Manager oversees & leads all tasks for Human Resources/Candidate Gateway (HR/CG) modules of Ohio Administrative Knowledge System (OAKS) (e.g., OAKS running on PeopleSoft application): reviews current requirements & gathers 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 human resources tables (e.g., EEO categories, personnel actions, personnel action requests, classifications, pay rate tables) & coordinate changes to other fields; manages & oversees all project test plans; responds to inquiries requiring higher-level knowledge of HR & CG processes which support business requirements; identifies potential business process improvements; assists with design & development of report & screen layouts; analyzes & defines requirements & business rules to facilitate statewide process design & integration of HR/CG needs; provides support to agencies by researching & fixing issues with module elements; serves as primary customer support answering user questions & submits technical errors to OAKS technical team; provides production support & problem determination; develops custom processes; develops & implements policies & procedures related to the HR/CG modules; responds to module issues 24 hrs/day, 7 days/week.	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, personnel action 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; (14) provide on call 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 HR/CG module; identifies areas of significant change in processes 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*, (15) training & development. Skill in: 8, 9. Ability to: 10, 11, 12, 13, 14.	
		*Position is overtime exempt.	* developed after employment	
	List Position Numbers & Job Titles of Positions Directly Supervised: See Table of Organization		SIGNATURE OF AGENCY REPRESENTATIVE <i>Kevin M. ...</i>	DATE 9/20/14

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	JOB DESCRIPTION AND WORKER CHARACTERISTICS			
	%	Job Duties in Order of Importance	Knowledge, Skills & Abilities	
			<u>Position Specific Minimum Qualifications</u> 12 mos. exp. configuring human resources tables (e.g., EEO categories, personnel actions, personnel action requests, classifications, pay rate tables); 6 mos. exp. using web-based applications (e.g., PeopleSoft). * developed after employment	
	List Position Numbers & Job Titles of Positions Directly Supervised: See Table of Organization		SIGNATURE OF AGENCY REPRESENTATIVE 	DATE 9/30/14