

POSITION DESCRIPTION		AGENCY/DEPT ID DAS500000
DIVISION OR INSTITUTION Office of Information Technology	UNIT OR OFFICE OAKS Project Office	COUNTY OF EMPLOYMENT Franklin

POSITION NUMBER 20073536	<input checked="" type="checkbox"/> Reclassification <input type="checkbox"/> New Position <input type="checkbox"/> Update		Position Hyperlinked to <input type="checkbox"/> Agency Organizational Tree
	USUAL WORKING TITLE OF POSITION HCM Service Owner		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 type="checkbox"/> Classified <input checked="" type="checkbox"/> Unclassified <input type="checkbox"/> Essential	Overtime: <input type="checkbox"/> Eligible <input checked="" type="checkbox"/> Exempt If FLSA Exempt, exemption type:
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
50	Acts as primary interface to and from business process owners and service assurance: proactively manages the business/customer relationship; understands business priorities and portfolio of business initiatives in order to effectively manage customer expectations and negotiate priorities as required; manages service catalog entries related to HCM; leads capacity planning and pipeline management for HCM modules; performs overall scheduling coordination with operations; provides relevant HCM status reports (e.g., executive, OAKS Management, weekly updates); facilitates HCM Community of Practice meetings; approves requests for enhancements to HCM modules; oversees requirements analysis and documentation; reviews system design to ensure that designs address business requirements; reviews and approves production migrations; acts as communications liaison for service related issues, approves use of discretionary hours, approves project deliverables and change requests.	Knowledge of (1) computer science; (2) state human resources/payroll processes*; (3) PeopleSoft HCM module functionality and business processes; (4) business and architecture components; (5) budgeting, planning and forecasting; (6) project management; (7) contract governance; (8) capacity planning. Skill in (9) operation of personal computer and associated hardware/software. Ability to (10) turn concepts into working models; (11) define problems, collect data, establish facts, draw valid conclusions and initiate solutions; (12) communicate effectively with business owners, vendors, and internal staff and general public both orally and in writing; (13) handle sensitive inquiries, contacts and complaints from officials and general public.
20	Works with central agency functional teams, business owners, and operations professionals involved in analyzing business needs of customers to support the maintenance and enhancement of the PeopleSoft HCM application : interacts with technical operations staff; statements of work and change order requests; works with operations and service assurance to resolve service level issues; ensures service level agreements are met.	Knowledge of 1, 2, 3, 4, 5, 6, 7, 8, (14) supervision; (15) service level agreements. Skill in 9. Ability to 10, 11, 12, 13; (16) assess technical statements of work and change orders; (17) develop and manage system requirements.

JOB CODE 63386	List Position Numbers & Job Titles of Positions Directly Supervised:	SIGNATURE OF AGENCY REPRESENTATIVE 	DATE 6/10/14
	JOB CODE TITLE IT Project Manager 3	JOB CODE 63386	JOB CODE 63386

POSITION DESCRIPTION		AGENCY/DEPT ID DAS500000
DIVISION OR INSTITUTION Office of Information Technology	UNIT OR OFFICE OAKS Project Office	COUNTY OF EMPLOYMENT Franklin

POSITION NUMBER 20073536	<input checked="" type="checkbox"/> Reclassification <input type="checkbox"/> New Position <input type="checkbox"/> Update		Position Hyperlinked to <input type="checkbox"/> Agency Organizational Tree	
	USUAL WORKING TITLE OF POSITION HCM Service Owner		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 type="checkbox"/> Classified <input checked="" type="checkbox"/> Unclassified <input type="checkbox"/> Essential	Overtime: <input type="checkbox"/> Eligible <input checked="" type="checkbox"/> Exempt If FLSA Exempt, exemption type:	Bargaining Unit 22 PR 17 Page 2 of 2
	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	
	20	Acts as project manager for Service Assurance projects related to Ohio Administrative Knowledge System (i.e., OAKS running on PeopleSoft applications) Human Capital Management (HCM) Modules (e.g., payroll, benefits, human resources, time and attendance, and performance); manages multiple projects; participates in HCM program and contract compliance; participates in review and approval of vendor project estimates (e.g., level of effort); assumes accountability for vendor project execution, service delivery, and overall performance across the portfolio of projects and discretionary enhancements approved by the Steering Committee; develops and implements program and project policies and procedures;	Knowledge of 1, 2, 3, 4, 5, 6, 7, 8, 16. Skill in 9. Ability to 10, 11, 12, 13, 17.	
	10	Performs other related duties as assigned: serves as backup to other administrators when necessary; works on special requests; represents HCM at meetings, conferences & on committees.	Knowledge of 1, 2, 3, 4, 5, 6, 7, 8. Skill in 9. Ability to 10, 11, 12, 13. *Developed after employment.	
JOB CODE 63386	List Position Numbers & Job Titles of Positions Directly Supervised:		SIGNATURE OF AGENCY REPRESENTATIVE 	
JOB CODE TITLE IT Project Manager 3			DATE 6/10/14	