

POSITION DESCRIPTION

OHIO DEPARTMENT OF ADMINISTRATIVE SERVICES

AGENCY
Department of Administrative Services

DIVISION OR INSTITUTION
Office of Information Technology

UNIT OR OFFICE
OAKS/Project Management Team

POSITION NUMBER
20073537

State Agency County Agency New Position Change

County of Employment
Franklin

USUAL WORKING TITLE OF POSITION
Project Management Lead

POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR
20073332 Deputy Director 6

NORMAL WORKING HOURS (Explain unusual or rotating shift)
8:00 a.m. - 5:00 p.m.

JOB DESCRIPTION AND WORKER CHARACTERISTICS

%	Job Duties in Order of Importance	Minimum Acceptable Characteristics
25	Utilizes knowledge of business transformation, organizational design &/or process reengineering in order to administer all phases of Ohio Administrative Knowledge System (i.e., OAKS running on PeopleSoft application) business transformation projects: manages team of Senior Business Transformation Analysts & Project Managers responsible for developing & implementing state policies & procedures regarding incorporation of Financial, Procurement, Payroll, Time & Labor & Human Capital Management requirements statewide; provides leadership & assistance to central business owners & operations staff during one, multiple or all phases of assigned business transformation project initiatives & acts for & on behalf of deputy director regarding assigned projects; works closely with management to establish & maintain project governance framework, policies & procedures to be used by all initiatives (e.g., standards for project planning, monitoring, status reporting); prepares budget & maintains fiscal controls; develops long-range plans for PMO; resolves most difficult & complex administrative problems; acts on behalf of deputy director, during absences; supervises lower-level staff (e.g., approves time & attendance; completes performance evaluations; sets goals; recommends hiring, promotion, demotion, dismissal, suspension or discipline; determines staffing levels); mentors project managers to broaden their understanding of advanced project management, business & information technology concepts, increasing their ability to handle increasingly complex projects; manages career development of team members.	Knowledge of (1) computer science; (2) project management life cycle methodologies, techniques & tools; (3) computer hardware & software; (4) time management; (5) budgeting; (6) risk assessment; (7) contract management processes & practices; (8) state procurement processes*; (9) PeopleSoft application; (11) supervision; Skill in (12) operation of personal computer & associated hardware & software; (13) use of project planning software (e.g., MS Project Server); Ability to (14) manage multiple demands or tasks on projects; (15) define problems, collect data, establish facts & draw valid conclusions; (16) communicate effectively orally & in writing with diverse groups; (17) review & evaluate project progress; (18) write concise & accurate reports.
25	Performs capacity planning & pipeline management for OAKS projects: manages all projects relating to producing & incorporating new modules, upgrades, &/or bolt-on applications that interface with OAKS; works directly with agency executives & organizations responsible for service & product delivery; focuses on coordination of projects with other services & projects; scopes out length & difficulty of projects; sets objectives & goals based on project management methodologies.	Knowledge of 1, 2, 3, 4, 5, 6, 7, 8*, 9, 10, (19) business case development & financial analysis; (20) deployment rollout strategy & execution, change management & training; (21) Skill in 12, 13 Ability to 14, 15, 16, 17, 18 *developed after employment

JOB CODE TITLE
Business Transformation Program Manager

JOB CODE
63335

List Position Numbers & Titles of Positions Directly Supervised:

SIGNATURE OF AGENCY REPRESENTATIVE

DATE

10/22/10

Apr 12-10-0806

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25	Performs day-to-day contract governance over managed services & other vendor contracts: serves as primary point of contact between vendors & OAKS; collects data from stakeholders regarding issues & concerns; meets regularly with vendors to discuss performance & any other issues; facilitates communication with risk management, legal, procurement groups in Department of Administrative Services for resolution; organizes results into a consolidated dashboard to illustrate portfolio-wide performance; monitors service level compliance, invoicing & compliance with other critical contract terms & conditions.	Knowledge of 1, 2, 3, 4, 5, 6, 7, 8*, 9, 10, 19, 20, 21 Skill in 11, 12 Ability to 14, 15, 16, 17
15	Manages OAKS projects assigned to PMO: manages all projects relating to producing & incorporating new modules, upgrades, &/or bolt-on applications that interface with OAKS; works directly with agency executives & organizations responsible for service & product delivery; sets objectives & goals; breaks down work into process steps; oversees development of appropriate project plans; develops business cases; manages scope, delivers milestones, collects & analyzes other project metrics to manage initiatives & drive accountability.	Knowledge of 1, 2, 3, 4, 5, 6, 7, 8*, 9, 10, 19, 20, 21 Skill in 11, 12 Ability to 14, 15, 16, 17
10	Performs other related duties as required: serves as OAKS representative for projects in public forums; attends conferences & seminars; attends senior staff meetings; makes project presentations to organizations, agencies, executive management, public & private groups. Unclassified per 124.11(A)(9) of Ohio Revised Code and is overtime exempt.	Knowledge of 1, 3, 9 Skill in 12 Ability to 14, 16 *developed after employment

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Business Transformation Program Manager

JOB CODE
63335

List Position Numbers & Titles of Positions Directly Supervised:

SIGNATURE OF AGENCY REPRESENTATIVE

DATE



10/22/08

Appl 12-10-08CCB