

<b>POSITION DESCRIPTION</b>	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	<input checked="" type="checkbox"/> State Agency <input type="checkbox"/> County Agency <input type="checkbox"/> New Position <input checked="" type="checkbox"/> 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
40	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; sets priorities, develops & implements policies & work procedures; 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; makes recommendations regarding hardware/software resources, facilities, staffing, supplies & equipment to meet current & forecasted needs; approves hardware & software acquisition plans; 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 & IT 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.
35	Manages OAKS projects assigned to PMO: serves as PeopleSoft subject matter expert & 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; breaks down work into process	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

JOB CODE TITLE  
 Business Transformation Program Manager

JOB CODE  
 63335

April 6/19/08 CB

List Position Numbers & Titles of Positions Directly Supervised:	SIGNATURE OF AGENCY REPRESENTATIVE 	DATE 5-21-08
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	steps; develops schedules (e.g., task & people assignments); anticipates & adjusts for problems & roadblocks; measures performance against goals; evaluates results; oversees development of appropriate project plans utilizing standard industry project management methodologies; develops business cases; assigns team roles & responsibilities, manages scope, delivers milestones, collects & analyzes other project metrics to manage initiatives & drive accountability for the accomplishment of work packages & overall business solutions (e.g., status & tracking of project progress, managing project trade-offs across scope, timing & resources); identifies project subject matter experts; establishes & deploys common methods, tools, & technologies for efficient & effective project management; assists with review of standards for analysis, design, configuration, development & enhancements, testing, quality assurance, releases, process standardization, data management & compliance; activities associated with change management where it is related to projects	
15	Manages cross-functional &/or cross-unit projects: develops, maintains, & manages detailed work plans, timelines, & milestones for assigned projects; works with business process owners, client project managers, & other internal project managers to ensure the integration of activities with concurrent projects; ensures consistency of process, data & systems solutions based industry best practices; adheres to established standards/framework for value realization, project management, blueprint, configuration, development/enhancements, testing, & reporting; plans & executes assigned projects delivering expected functionality on time and on budget.	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.	Knowledge of 1, 3, 9 Skill in 12 Ability to 14, 16
	Unclassified per 124.11(A)(9) of Ohio Revised Code and is overtime exempt.	

Apd 6/19/08 CB

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 Business Transformation Program Manager

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