

# POSITION DESCRIPTION

OHIO DEPARTMENT OF ADMINISTRATIVE SERVICES

AGENCY  
Department of Administrative Services

DIVISION OR INSTITUTION  
Office of Information Technology

UNIT OR OFFICE  
OAKS/Application Support/Finance Team

POSITION NUMBER  
20073863

State Agency     County Agency     New Position     Change

County of Employment  
Franklin

USUAL WORKING TITLE OF POSITION  
Budget Structure Manager

POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR  
20074980 Management Analyst Supervisor 2

NORMAL WORKING HOURS (Explain unusual or rotating shift)  
8:00 a.m. - 5:00 p.m. & subject to overtime/call back 24X7

Page 1 of 2

### JOB DESCRIPTION AND WORKER CHARACTERISTICS

%	Job Duties in Order of Importance	Minimum Acceptable Characteristics
60	<p>Serves as agency manager for Ohio Administrative Knowledge System (e.g., OAKS running on PeopleSoft application), Application Support Team, Financial Module, budget structures &amp; rulesets: oversees development &amp; execution of test conditions &amp; scripts to ensure compliance with budget structure configuration &amp; updated software bundles; develops &amp; implements policies &amp; procedures; maintains &amp; updates configuration of budget structure rulesets &amp; agency budget structures; manages &amp; troubleshoots Commitment Control budget check exceptions generated from procurement, accounts payable, human capital management combo codes &amp; budget structure transactions; identifies &amp; solves problems with budget checking exceptions related to storing &amp; loading of budget &amp; journal spreadsheets; maintains &amp; updates budget structure on department, reporting, &amp; budget translate trees; processes general ledger journal spreadsheets to correct transactions; works with training &amp; communications sections to create or update training job aides &amp; agency communications on budget module changes; responds to system issues 24 hours/day, 7 days/week which may require carrying a cell phone or wearing a pager.</p>	<p>Knowledge of (1) PeopleSoft web-based application; (2) State of Ohio general ledger accounts &amp; processes; (3) business administration; (4) laws, rules, &amp; regulations relating to state accounting; (5) integration of other modules with the GL module (e.g., accounts receivable/payable, purchasing, human capital management, capital projects, asset management); (6) PeopleSoft error resolution process; (7) state budget closing requirements*; Skill in (8) operation of personal computer &amp; associated hardware/software (e.g., MS Word, OAKS,) (9) configuring general ledger systems; Ability to (10) deal with many variables &amp; determine specific course of action; (11) use proper research methods in gathering data; (12) define problems, collect data, establish facts &amp; draw valid conclusions; (13) draft &amp;/or edit administrative policies, procedures, information booklets &amp; directives; (14) respond to system issues 24X7; (15) carry cell phone or wear pager.</p>

JOB CODE TITLE  
Management Analyst Supervisor 2

JOB CODE  
63216

List Position Numbers & Titles of Positions Directly Supervised:

SIGNATURE OF AGENCY REPRESENTATIVE

DATE

*Clair Overley Jr*

12-7-07

Appl 12-19-07 CB

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%	Job Duties in Order of Importance	Minimum Acceptable Characteristics
30	Assists in development of functional requirements & provides budget expertise to development & technical teams for enhancements to software: writes general design for software enhancements & future releases; coordinates changes & enhancements with other OAKS modules (e.g., accounts receivable/payable, purchasing, human capital management, capital projects, asset management, enterprise performance management); uses PS Query &/or ISQL tools to solve system issues; assists in preparation & submission of Object Migration Requests (OMRs) & System Investigation Reports (SIRS) to resolve software defects or request for enhancements;	Knowledge of 1, 2, 3, 4, 5, 6, 7 Skill in 8, 9, (16) use of PS Query & ISQL tools Ability to 10, 11, 12, 13, 14, 15.
10	Performs other related duties as assigned: attends meetings; serves as OAKS liaison with state & private agencies; provides backup to the general ledger manager; provides backup to the general ledger manager	Knowledge of 1, 2, 4, 5 Skill in 8 Ability to 10, 11.

Position is overtime exempt.

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*Clair Overly*

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