

POSITION DESCRIPTION

AGENCY/DEPT ID
Department of Administrative Services
DAS302310

DIVISION OR INSTITUTION
Human Resources Division

UNIT OR OFFICE
Applications & Security

COUNTY OF EMPLOYMENT
Franklin

POSITION NUMBER
20074136

Reclassification New Position Update Position Hyperlinked to Agency Organizational Tree

USUAL WORKING TITLE OF POSITION
Payroll & Time & Labor Module Lead

POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR
20005896 Project Manager 2

Permanent
 Temporary
 Intermittent

Classified
 Unclassified

Overtime: Eligible Exempt

Bargaining Unit

If FLSA Exempt, exemption type:

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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 components of HCM Payroll (PR) & Time & Labor (TL) modules of the Ohio Administrative Knowledge System (OAKS) (e.g., OAKS running on PeopleSoft application) to improve business processes & implements statewide configuration policies & procedures for HCM processing requirements statewide: plans & conducts Conference Room Pilots (CRP) to review current requirements & gather 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 PR & TL rules/plans (e.g., earnings codes, deduction codes and tax plans); changes fields & coordinates resulting changes to other fields; manages & oversees all project test plans; responds to inquiries requiring higher-level knowledge of system processes regarding PR & TL rules/plans which support business requirements (e.g., employee earnings, deductions & taxes); 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 PR & TL needs; provides support to agencies by researching & fixing issues with module elements; serves a primary customer support answering user questions & submits technical errors to OAKS technical team; develops custom processes; researches, develops & implements policies & procedures related to the PR & TL modules; responds to module issues 24 hrs/day, 7 days/week as needed.	Knowledge of: (1) Ohio Administrative Knowledge System (OAKS)*; (2) PeopleSoft web-based application; (3) State of Ohio payroll programs & processes*; (4) business administration; (5) laws, rules, & regulations relating to payroll; (6) business process & organizational engineering; (7) agency policies & procedures*. Skill in: (8) operation of personal computer & associated hardware & software; (9) configuring PR & TL rules/plans (e.g., earnings codes, deduction codes, tax plans); 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 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 PR & TL modules; identifies areas of significant change in process to the end user & makes recommendations for additional job aides to assist in facilitating user training; conducts training as needed. Position is overtime exempt.	Knowledge of: 1*, 2, 3*, 4, 5, 6, 7*, (15) training & development. Skill in: 8, 9. Ability to: 10, 11, 12, 13, 14. <u>Position Specific Minimum Qualifications</u> 12 mos. exp. configuring payroll & time & labor rules/plans (e.g., earning codes, deduction codes & tax plans). 6 mos. exp. using web-based applications (e.g., PeopleSoft). *developed after employment

List Position Numbers & Job Titles of Positions Directly Supervised:
Business Trans Analyst: 20005859

SIGNATURE OF AGENCY REPRESENTATIVE

DATE

Stephan Jodan

2-26-13

JOB TITLE
Senior Business Transformation Analyst

JOB CODE
63332
Appd. 2-26-13 AK