

POSITION DESCRIPTION		AGENCY/DEPT ID Department of Administrative Services DAS301000
DIVISION OR INSTITUTION Human Resources Division	UNIT OR OFFICE Applications & Security	COUNTY OF EMPLOYMENT Franklin

POSITION NUMBER 20074136 JOB TITLE Senior Business Transformation Analyst JOB CODE 63332 <i>App'd 9.30.14/CA</i>	<input type="checkbox"/> Reclassification <input type="checkbox"/> New Position <input checked="" type="checkbox"/> Update		Position Hyperlinked to <input type="checkbox"/> Agency Organizational Tree	
	USUAL WORKING TITLE OF POSITION Payroll & Time & Labor Module Lead		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 checked="" type="checkbox"/> Classified <input type="checkbox"/> Unclassified	Overtime: <input type="checkbox"/> Eligible <input checked="" type="checkbox"/> Exempt If FLSA Exempt, exemption type:	Bargaining Unit Page 1 of 1
	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: See Table of Organization		SIGNATURE OF AGENCY REPRESENTATIVE 	DATE 9/30/14