

POSITION DESCRIPTION		AGENCY/DEPT ID DAS510120
DIVISION OR INSTITUTION Office of Information Technology	UNIT OR OFFICE OAKS/HCM Service Assurance	COUNTY OF EMPLOYMENT Franklin

POSITION NUMBER 20074627 JOB CODE TITLE Information Technology Consultant 2 JOB CODE 64162	<input checked="" type="checkbox"/> Reclassification <input type="checkbox"/> New Position <input type="checkbox"/> Update		Position Hyperlinked to <input type="checkbox"/> Agency Organizational Tree	
	USUAL WORKING TITLE OF POSITION HCM Application Architect		POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR 20073536 Data Systems Administrator	
	<input checked="" type="checkbox"/> Permanent <input type="checkbox"/> Temporary <input type="checkbox"/> Intermittent	<input checked="" type="checkbox"/> Classified <input type="checkbox"/> Unclassified <input checked="" type="checkbox"/> Essential	Overtime: <input checked="" type="checkbox"/> Eligible <input type="checkbox"/> Exempt If FLSA Exempt, exemption type:	Bargaining Unit 14 Page 1 of 2
	NORMAL WORKING HOURS (Explain unusual or rotating shift): FROM: 8:00 am TO: 5:00 pm & subject to overtime/call back 24X7			
	JOB DESCRIPTION AND WORKER CHARACTERISTICS			
	%	Job Duties in Order of Importance	Knowledge, Skills & Abilities	
	45	Provides technical advice & guidance to information technology personnel & business owners of Ohio Administrative Knowledge System (i.e., OAKS running on PeopleSoft application) regarding enterprise human capital management (HCM) architecture (i.e., how the system works & how it is used by customers): advises business owners & managers at middle & top management levels, as well as OAKS managers, on activities that support the information that PeopleSoft HCM modules (e.g., human resources, payroll, time/labor, benefits, ELM) provide for agencies to make effective decisions; ensures viable strategic technical direction through mapping of emerging technologies & standards; translates requirements into applications that employ appropriate decision support & reporting tools; ensures development methodology & service level agreements; upon "go live" of Managed Services Vendor (MSV), acts as liaison between MSV & business owners to ensure system capabilities can meet business needs (e.g., that parent/child table relationships support the solution, that changes & enhancements to HCM modules are possible given the architecture of the system, that solutions don't negatively affect other modules in the system), & that vendors employ the most efficient & effective methodologies in developing enhancements, new applications, & other requests; ensures enterprise HCM architecture & solution guidelines are followed (e.g., state & system standards); utilizes knowledge of OAKS environment to recommend & defend other methodologies when necessary; works with other OAKS application architecture resources to ensure consistent implementation & configuration of HCM modules to meet current & future business needs; anticipates & processes management & business system requirements; provides thoughtful leadership & influence in a team environment by persuading & influencing strategic decision making & direction; provides status reports (e.g., daily, weekly, monthly, quarterly); translates strategic plan into specific actions within the application to keep application aligned with it; responds to system issues 24 hrs/day, 7 days/week which may require overtime or call back; may be required to carry cell phone or wear pager.	Knowledge of (1) enterprise HCM architecture & design; (2) state & system standards*; (3) PeopleSoft HCM functional modules (e.g., human resources, payroll, time/labor, benefits, ELM)); (4) HCM module relationships to each other & other OAKS modules (e.g., FIN, EPM); (5) public relations & customer service techniques; (6) systems analysis & design; (7) PeopleSoft application & business processes; (8) strategic planning; (9) parent/child table relationships; (10) module to module data workflow; Skill in (11) use of personal computer & associated hardware/software; Ability to (12) define problems, collect data, establish facts, research solutions & analyze data to provide recommendations; (13) analyze multiple proposed initiatives or solutions simultaneously; (14) meet established schedules & deadlines in an organized manner; (15) interface with all personnel & relate system capabilities to business issues; (16) engage on a matrix-basis & provide thoughtful leadership & influence in a team environment; (17) translate technical information into easily understood information; (18) manage conflict situations & effect positive resolution; (19) prepare meaningful, concise, & accurate reports; (20) prepare & present information to diverse groups; (21) implement strategic plans; (22) respond to system	
	List Position Numbers & Job Titles of Positions Directly Supervised:		SIGNATURE OF AGENCY REPRESENTATIVE 	DATE 2/10/09

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JOB DESCRIPTION AND WORKER CHARACTERISTICS		
%	Job Duties in Order of Importance	Knowledge, Skills & Abilities
45	Utilizes extensive knowledge of PeopleSoft technologies (e.g., People Tools, Application Messaging, PeopleCode, SQL, Application Engine, configuration, reporting) to ensure interoperability & security of HCM modules that interact with other modules (e.g., FIN, EPM)); analyzes & assesses the impact of production system changes on existing analytics & implements changes to HCM components to ensure consistent & accurate reporting; controls enterprise HCM architecture & follows/enforces guidelines; participates in & reviews activities of HCM project teams in research, architecture, analysis, design, development, implementation & support of HCM modules; recommends & prototypes solutions for data replication, extraction, loading, & cleansing; integrates dissimilar systems of record into conformed dimensions; ensures careful documentation of changes.	issues 24X7 & carry cell phone or wear pager. Knowledge of 1, 2, 3, 4, 5, 6, 7, 8, 9, 10, (23) software test & quality assurance techniques; Skill in 11, (24) use of PeopleSoft technologies (e.g., People Tools, Application Messaging, PeopleCode, SQL, Application Engine, configuration, reporting); Ability to 12, 13, 14, 15, 16, 17, 18, 19, 20, 21, 22
10	Performs other related duties as assigned: works on special requests; attends meetings & conferences; serves on committees; attends seminars & classes to stay abreast of technological developments.	Knowledge of 1, 3, 4, 5, 7 Skill in 11 Ability to 14, 15, 16, 19, 20.

Position Specific Minimum Qualifications

24 months working with PeopleSoft HCM functional modules (e.g., HR, benefits, payroll, time/labor, ELM);

30 mos. exp. working with tables (e.g., parent/child table relationships) within PeopleSoft HCM modules.

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