

<b>POSITION DESCRIPTION</b>		AGENCY/DEPT ID DAS / DAS105270
DIVISION OR INSTITUTION General Services Division	UNIT OR OFFICE Business Operations	COUNTY OF EMPLOYMENT Franklin

POSITION NUMBER 20074979	<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 OAKS eSS Analyst		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 <input type="checkbox"/> Essential	Overtime: <input type="checkbox"/> Eligible <input checked="" type="checkbox"/> Exempt  If FLSA Exempt, exemption type: Administrative	Bargaining Unit 22  Page 1 of 2
NORMAL WORKING HOURS (Explain unusual or rotating shift): FROM: 8:00 a.m. TO: 5:00 p.m. Report-in location subject to change.				

JOB DESCRIPTION AND WORKER CHARACTERISTICS		
%	Job Duties in Order of Importance	Knowledge, Skills & Abilities
25	<p>Manages components of Ohio Administrative Knowledge System (i.e., OAKS running on PeopleSoft application) Procurement Module (PO) &amp; Strategic Sourcing Module (eSS): develops &amp; implements state configuration policies &amp; procedures regarding incorporation of statewide enterprise back office procedures relating to contract requirements impacting inter-agency policy; analyzes &amp; defines requirements &amp; business rules to facilitate design &amp; integration; identifies potential business process improvements; provides input to team leads on configuration issues; maps &amp; validates data; analyzes &amp; interprets business process related reports; creates test plans; creates, validates &amp; executes test scenarios for a wide variety of complex technical changes related to business component improvements; participates in design &amp; development of report &amp; screen layouts &amp; reviews &amp; comments on user documentation; ensures policies, procedures, directives &amp; objectives of process improvement projects are in line with mission &amp; goals of OAKS, Department of Administrative Services (DAS), Office of Budget &amp; Management (OBM), or federal &amp; state legislation; consults with customer staff to analyze business issues &amp; work toward solutions to business problems; assists central offices &amp;/or business owners &amp; operations staff during all phases of business transformation projects.</p>	<p>Knowledge of (1) ERP web-based applications; (2) ERP procurement &amp; asset management modules; (3) business administration; (4) laws, rules, &amp; regulations relating to state purchasing; (5) integration of other modules with PO, eSS &amp; AM modules (e.g., contracts, items, requisitions); (6) ERP error resolution process; (7) State of Ohio procurement &amp; asset management processes*; (8) business process delivery; (9) organizational reengineering            Skill in (10) operation of personal computer &amp; associated hardware &amp; software; (11) configuring PO, eSS &amp; AM modules            Ability to (12) deal with many variables &amp; determine specific course of action; (13) use proper research methods in gathering data; (14) define problems, collect data, establish facts &amp; draw valid conclusions; (15) draft &amp;/or edit administrative policies, procedures, informational booklets &amp; directives</p>
45	<p>Assists in management of OAKS PO &amp; OAKS eSS Modules: researches &amp; analyzes existing operations, systems &amp; procedures to determine necessary improvements for PO &amp; eSS Modules; provides input for determination of feasibility &amp; impacts of application change requests; monitors system ensuring transactions are approved; monitors batch processes; identifies &amp; resolves problems with PO &amp; eSS Modules; ensures system is functioning in compliance with state rules &amp; regulations; responds to inquiries requiring higher-level knowledge of system processes regarding procurement, strategic sourcing &amp; asset</p>	<p>Knowledge of 1, 2, 3, 4, 5, 6, 7*, 8, 9            Skill in 10, 11            Ability to 12, 13, 14, 15, (16) respond to system issues 24X7; (17) carry cell phone or wear pager.</p> <p>*developed after employment</p>
List Position Numbers & Job Titles of Positions Directly Supervised:		SIGNATURE OF AGENCY REPRESENTATIVE
		
		DATE
		4/1/13

apd 4-2-13 al

JOB CODE  
63331

JOB CODE TITLE  
Business Transformation Analyst

# POSITION DESCRIPTION

AGENCY/DEPT ID  
DAS / DAS105270

DIVISION OR INSTITUTION  
General Services Division

UNIT OR OFFICE  
Business Operations

COUNTY OF EMPLOYMENT  
Franklin

POSITION NUMBER  
20074979

Reclassification   
  New Position   
  Update   
 Position Hyperlinked to  Agency Organizational Tree

USUAL WORKING TITLE OF POSITION  
OAKS eSS Analyst

POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR  
See Table of Organization

Permanent  
 Temporary  
 Intermittent

Classified  
 Unclassified  
 Essential

Overtime:  Eligible  Exempt

Bargaining Unit 22

If FLSA Exempt, exemption type:  
Administrative

Page 2 of 2

NORMAL WORKING HOURS (Explain unusual or rotating shift):  
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## JOB DESCRIPTION AND WORKER CHARACTERISTICS

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	management (AM) which support business requirements (e.g., contracts, items, requisition, release & permits, controlling board, purchasing & asset management Ohio Revised Code & Ohio Administrative Code rules & regulations); provides support to agencies by researching & fixing issues with module elements; analyzes patches & bundles to determine impact to customizations; creates & tests System Investigation Reports (SIRs) issues utilizing Information Technology Governance application; creates & maintains personal learning plans (PLPs); identifies targeted state employees to transfer knowledge & provides training; responds to module issues 24 hrs/day, 7 days/week which may require overtime &/or call back; may be required to carry cell phone or wear pager or other required electronic device.	
15	Researches & resolves assigned Help Desk cases in Case Relationship Management system or related applications: uses PS/Query & ISQL to research data issues in OAKS; reports cases to PeopleSoft when software is not functioning properly; writes & executes test conditions & scripts to ensure system is functioning properly when new functionality, patches or bundles from PeopleSoft are loaded into system.	Knowledge of 1, 2, 3, 4, 5, 6, 7*, 8, 9 Skill in 10, 11, (18) use of PS Query & ISQL tools. Ability to 10, 11, 12, 13, 14, 15, 16, 17
10	Assists with development of functional requirements & provides expertise to Managed Services & Shared Services for enhancements to software: writes general designs for software enhancements & future releases; understands & monitors touch points between PO, eSS, AM & other OAKS modules, (e.g., General Ledger, Accounts Payable, Accounts Receivable, Budget & Planning, Capital Improvements & EPM).	Knowledge of 1, 2, 3, 4, 5, 6, 7*, 8, 9 Skill in 10, 11 Ability to 12, 13, 14, 15, 16, 17.
5	Acts on behalf of DAS FIN Program Manager, OAKS PO Module Lead, or OAKS AM Module Lead in his/her absence (e.g., attends meetings & relays decisions, policies & procedures); evaluates OAKS production support; completes other duties as assigned (e.g., special projects, research, reports).	Knowledge of 1, 2, 4, 5 Skill in 10 Ability to 12, 13.  *developed after employment

JOB CODE TITLE  
Business Transformation Analyst

JOB CODE  
63331

List Position Numbers & Job Titles of Positions Directly Supervised:

SIGNATURE OF AGENCY REPRESENTATIVE

DATE

*Jeffrey Westhonen/ce*

4/1/13

*add 4-2-13 cl*