

POSITION DESCRIPTION		AGENCY/DEPT ID DAS105000
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 Module Support 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. & subject to overtime/call back 24x7. Report in location & work hours subject to change.			
	JOB DESCRIPTION AND WORKER CHARACTERISTICS			
%	Job Duties in Order of Importance	Knowledge, Skills & Abilities		
55	Manages components of Ohio Marketplace (OMP) application & develop & implements state configuration, policy & procedures regarding incorporation of requirements: updates & monitors components of OMP application data & software configuration of vendors, contracts & catalogs; communicates with & onboard vendors into system; conducts system & user tests; enters data & updates contract information into system; audits contracts, ship to locations & vendor data; creates, analyzes & interprets module reports (e.g. monthly, quarterly, annual reporting); executes test conditions & scripts to ensure compliance with OMP configuration (e.g., create & maintain consistency of system's performance, function, physical attributes, requirements, design & operational information); updates software bundles (e.g. test & validate software update between SciQuest & Ohio Administrative Knowledge System OAKS); reviews general design of software enhancements, future releases & provides logical conclusions to superior; coordinates system changes & enhancements with OAKS modules (e.g., procurement, strategic sourcing, asset management, training, enterprise performance management); reviews, updates & maintains policies & procedures for OMP module; ensures system operation is in accordance with State Procurement policies & procedures; provides development, maintenance & updates to system configuration (e.g., contracts, catalog items, & vendors); researches, identifies & solves transaction issues identified by agencies; provides customer service for end users, business owners, & stakeholders.	Knowledge of (1) business process delivery; (2) federal &/or state laws, rules, regulations & best practice scenarios for business process*; (3) project management/reengineering; (4) PeopleSoft & SciQuest web-based enterprise I application; (5) state procurement programs & processes*; (6) integration of other modules with procurement module*; (7) agency policies & procedures*; (8) procurement/ purchasing practices & principles; (9) supervision. Skill in (10) operation of personal computer & associated hardware/software (e.g., PeopleSoft; MS Office); (11) configuring procurement module. Ability to (12) define problems, collect data, establish facts & draw complex/technical conclusions; (13) professionally handle routine & sensitive contacts with government, business officials & general public; (14) work independently or collaboratively as part of team with diverse disciplines & backgrounds; (15) use proper research methods in gathering data; (16) analyze business requirements.		
List Position Numbers & Job Titles of Positions Directly Supervised:		SIGNATURE OF AGENCY REPRESENTATIVE 	DATE 5/8/14	

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