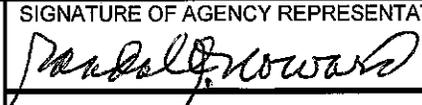


POSITION DESCRIPTION		AGENCY/DEPT ID DAS / DAS105270
DIVISION OR INSTITUTION General Services Division	UNIT OR OFFICE Business Operations	COUNTY OF EMPLOYMENT Franklin

POSITION NUMBER 20074979	<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 20073295 Project Manager 1	
	<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	Manages components of Ohio Administrative Knowledge System (i.e., OAKS running on PeopleSoft application) Procurement Module (PO) & Strategic Sourcing Module (eSS): develops & implements state configuration policies & procedures regarding incorporation of statewide enterprise back office procedures relating to contract requirements impacting inter-agency policy; analyzes & defines requirements & business rules to facilitate design & integration; identifies potential business process improvements; provides input to team leads on configuration issues; maps & validates data; analyzes & interprets business process related reports; creates test plans; creates, validates & executes test scenarios for a wide variety of complex technical changes related to business component improvements; participates in design & development of report & screen layouts & reviews & comments on user documentation; ensures policies, procedures, directives & objectives of process improvement projects are in line with mission & goals of OAKS, Department of Administrative Services (DAS), Office of Budget & Management (OBM), or federal & state legislation; consults with customer staff to analyze business issues & work toward solutions to business problems; assists central offices &/or business owners & operations staff during all phases of business transformation projects.	Knowledge of (1) ERP web-based applications; (2) ERP procurement & asset management modules; (3) business administration; (4) laws, rules, & regulations relating to state purchasing; (5) integration of other modules with PO, eSS & AM modules (e.g., contracts, items, requisitions); (6) ERP error resolution process; (7) State of Ohio procurement & asset management processes*; (8) business process delivery; (9) organizational reengineering Skill in (10) operation of personal computer & associated hardware & software; (11) configuring PO, eSS & AM modules Ability to (12) deal with many variables & determine specific course of action; (13) use proper research methods in gathering data; (14) define problems, collect data, establish facts & draw valid conclusions; (15) draft &/or edit administrative policies, procedures, informational booklets & directives		
45	Assists in management of OAKS PO & OAKS eSS Modules: researches & analyzes existing operations, systems & procedures to determine necessary improvements for PO & eSS Modules; provides input for determination of feasibility & impacts of application change requests; monitors system ensuring transactions are approved; monitors batch processes; identifies & resolves problems with PO & eSS Modules; ensures system is functioning in compliance with state rules & regulations; responds to inquiries requiring higher-level knowledge of system processes regarding procurement, strategic sourcing & asset	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. *developed after employment		
JOB CODE 63331	List Position Numbers & Job Titles of Positions Directly Supervised:	SIGNATURE OF AGENCY REPRESENTATIVE 	DATE 6/16/11	

Appl 4/27/11 *CR*

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	<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 20073295 Project Manager 1	
	<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 2 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		
	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 63331	List Position Numbers & Job Titles of Positions Directly Supervised:		SIGNATURE OF AGENCY REPRESENTATIVE 	
			DATE 6/16/11	

Cpld 4/27/11 (ara)