

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

POSITION NUMBER 20074979	<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 GSD OAKS Technical Lead		POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR 20073295 Management Analyst Supervisor 2	
	<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 3
	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
25	Manages components of Ohio Administrative Knowledge System (i.e., OAKS running on PeopleSoft application) Procurement Module (PO) & Asset Management Module (AM): develops & implements state configuration policies & procedures regarding incorporation of state-wide 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 and asset management modules; (3) business administration; (4) laws, rules, & regulations relating to state purchasing; (5) integration of other modules with the PO and AM modules (e.g., contracts, items, requisitions); (6) ERP error resolution process; (7) State of Ohio procurement and asset management processes*; (8) business process delivery; (9) organizational reengineering; Skill in (10) operation of personal computer & associated hardware & software; (11) configuring PO and 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;

apd 3209cl

JOB CODE 63331	List Position Numbers & Job Titles of Positions Directly Supervised:	SIGNATURE OF AGENCY REPRESENTATIVE <i>Jeffrey Westhoner/ce</i>	DATE 2/12/09

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	45	Assists in the management of the OAKS PO and AM Modules: re-searches & analyzes existing operations, systems & procedures to determine necessary improvements for PO and AM Modules; provides input in for determination of feasibility & impacts of application change requests; monitors system ensuring transactions are approved; monitors batch processes; identifies & resolves problems with PO and AM modules; ensures system is functioning in compliance with state rules & regulations; responds to inquiries requiring higher-level knowledge of system processes regarding procurement and asset management 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.	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.	
	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 the 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 *developed after employment	
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			DATE 2/12/09	

apd 3-2-09al

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JOB DESCRIPTION AND WORKER CHARACTERISTICS				
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10	Assists with the development of functional requirements and provides expertise to Managed Services and Shared Services for enhancements to software; writes general designs for software enhancements and future releases; knowledge of touch points between PO, AM and other OAKS modules, (e.g., General Ledger, Accounts Payable, Accounts Receivable, Budget and Planning, Capital Improvements, and 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 the Enterprise Resource Platform 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.		
	Position is overtime exempt.	*developed after employment		
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Appd 3-2-09 AL