

<h1 style="margin: 0;">POSITION DESCRIPTION</h1>	OHIO DEPARTMENT OF ADMINISTRATIVE SERVICES	AGENCY Department of Administrative Services
		DIVISION OR INSTITUTION Office of Information Technology
		UNIT OR OFFICE OAKS/FIN/Procurement Module

POSITION NUMBER 20074979	<input checked="" type="checkbox"/> State Agency <input type="checkbox"/> County Agency <input type="checkbox"/> New Position <input checked="" type="checkbox"/> Change	County of Employment Franklin
	USUAL WORKING TITLE OF POSITION Procurement Contracts Manager	POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR 20074984 Senior Business Transformation Analyst
	NORMAL WORKING HOURS (Explain unusual or rotating shift) 8:00 a.m. - 5:00 p.m. & subject to overtime/call back 24X7	
	Page 1 of 2	

%	Job Duties in Order of Importance	Minimum Acceptable Characteristics
25	Manages components of Ohio Administrative Knowledge System (i.e., OAKS running on PeopleSoft application) Financial Team, Procurement Module: 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 lead 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 improvement; 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, Office of Budget & Management (OBM), Department of Administrative Services (DAS), 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) PeopleSoft web-based application; (2) PeopleSoft procurement module; (3) business administration; (4) laws, rules, & regulations relating to state purchasing; (5) integration of other modules with the PO module (e.g., contracts, items, requisitions, release & permits, controlling board); (6) PeopleSoft error resolution process; (7) State of Ohio procurement processes*; (8) business process delivery; (9) organizational reengineering; Skill in (10) operation of personal computer & associated hardware & software; (11) configuring PO module; 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	Manages Procurement Contracts related to Ohio Administrative Knowledge System (i.e., OAKS running on PeopleSoft application) procurement module (PO): researches & analyzes existing operations, systems & procedures to determine necessary improvements for PO module; provides input in for determination of feasibility & impacts of application change requests; monitors system ensuring transactions are approved, budget checked and sourced; monitors batch processes; identifies & resolves problems with PO module; ensures system is functioning in compliance with state rules & regulations; responds to inquiries requiring higher-level knowledge of system processes regarding	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.

JOB CODE 63331	List Position Numbers & Titles of Positions Directly Supervised:	SIGNATURE OF AGENCY REPRESENTATIVE 	DATE 7/24/08
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App 8-14-08 CB

JOB CODE TITLE  
Business Transformation Analyst

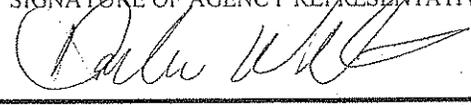
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**JOB DESCRIPTION AND WORKER CHARACTERISTICS**

%	Job Duties in Order of Importance	Minimum Acceptable Characteristics
	procurement which supports business requirements (e.g., contracts, items, requisition, release & permits, controlling board, purchasing 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 Helpdesk cases in Case Relationship Management application: 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
10	Assists with the development of functional requirements and provides expertise to the development and technical teams for enhancements to software; writes general designs for software enhancements and future releases; knowledge of touch points between PO and other OAKS modules, (General Ledger, Accounts Payable, Accounts Receivable, Asset Management, Budget and Planning, Human Capital Management, Capital Projects, 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	Performs other related duties as assigned: attends meetings; serves as backup to PO/ePO Manager; researches & reviews cases in Case Relationship Management application.	Knowledge of 1, 2, 4, 5 Skill in 10 Ability to 12, 13.
	Position is overtime exempt.	*developed after employment

Appd 8-14-08 CB

JOB CODE 63331	List Position Numbers & Titles of Positions Directly Supervised:	SIGNATURE OF AGENCY REPRESENTATIVE 	DATE 7/29/08
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