100-100U

POSITION DESCRIPTION

		AGENCY/DEPT ID Department of Administrative Services DAS105270
DIVISION OR INSTITUTION General Services Division	UNIT OR OFFICE Business Operations	COUNTY OF EMPLOYMENT Franklin

POSITION NUMBER 20074984

☐ Reclassification ☐ New Position ☒ Update

Position Hyperlinked to ☐ Agency Organizational Tree

USUAL WORKING TITLE OF POSITION	POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR
Procurement Modules Lead	20073295 Project Manager 1

☒ Permanent ☐ Temporary ☐ Intermittent	☒ Classified ☐ Unclassified ☒ Essential	Overtime: ☐ Eligible ☒ Exempt If FLSA Exempt, exemption type: Administrative	Bargaining Unit 22 Page 1 of 2

NORMAL WORKING HOURS: FROM: 8:00 a.m.- 5:00 p.m. & subject to overtime/call back 24X7. Report-in location & work hours subject to change.

JOB CODE TITLE: Senior Business Transformation Analyst

JOB CODE: 63332

JOB DESCRIPTION AND WORKER CHARACTERISTICS

%	Job Duties in Order of Importance	Knowledge, Skills & Abilities
25	Oversees & leads all components of work assigned for Ohio Administrative Knowledge System (i.e., OAKS running on PeopleSoft application) Financial Team Procurement Module business process improvement projects: determines work breakdown structure & assignments; ensures project milestones are met; manages procurement application; develops & implements state configuration policies & procedures regarding incorporation of statewide enterprise back office procedures such as accounting, payroll, training, budget, & financial requirements impacting inter-agency policy; ensures policies, procedures, directives & objectives of process improvement projects are in line with mission & goals of OAKS, Office of Budget and Management (OBM), Department of Administrative Services (DAS), or federal & state legislation; supervises other business transformation personnel (e.g., approves time & leave requests, conducts performance evaluations, monitors training & professional development; develops position descriptions, provides technical assistance & develops action plans to ensure compliance with training & evaluation policies).	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 web-based enterprise financial 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 & back grounds; (15) use proper research methods in gathering data; (16) analyze business requirements.
40	Manages OAKS Financial Team, Procurement (PO) Module: oversees development & execution of test conditions & scripts to ensure compliance with PO configuration & updated software bundles; develops & implements policies & procedures for PO module; ensures system operation is in accordance with State of Ohio procurement policies & procedures; manages development, maintenance & updates to system	Knowledge of 1, 2, 3, 4, 5*, 6, 7*, 8, 9 Skill in 10, 11 Ability to 12, 13, 14, 15, 16, (17) respond to system issues 24X7. *developed after employment.

List Position Numbers & Job Titles of Positions Directly Supervised:	SIGNATURE OF AGENCY REPRESENTATIVE	DATE
20005524 Business Transformation Analyst 20005660 Business Transformation Analyst	Jeffrey Westhoven/ca	4/10/12

Appl 4.6.12 ca

POSITION DESCRIPTION

AGENCY/DEPT ID Department of Administrative Services DAS105270		
DIVISION OR INSTITUTION General Services Division	UNIT OR OFFICE Business Operations	COUNTY OF EMPLOYMENT Franklin

POSITION NUMBER 20074984

☐ Reclassification ☐ New Position ☒ Update

Position Hyperlinked to ☐ Agency Organizational Tree

USUAL WORKING TITLE OF POSITION	POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR
Procurement Modules Lead	20073295 Project Manager 1

☒ Permanent ☐ Temporary ☐ Intermittent	☒ Classified ☐ Unclassified ☒ Essential	Overtime: ☐ Eligible ☒ Exempt If FLSA Exempt, exemption type: Administrative	Bargaining Unit 22 Page 2 of 2

NORMAL WORKING HOURS: 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 CODE TITLE: Senior Business Transformation Analyst

JOB DESCRIPTION AND WORKER CHARACTERISTICS

%	Job Duties in Order of Importance	Knowledge, Skills & Abilities
	configuration (e.g., contracts, items, requisitions, release & permits, controlling board); researches, identifies, & solves transaction issues identified by agencies; creates & issues Objection Migration Requests (OMRs) & System Investigation Reports (SIRS) to resolve software defects or requests for enhancements; plans & implements data cleanup strategies for PO; develops, validates & maintains procurement reports & queries; supervises PO staff (e.g., approves times & leave requests, conducts performance evaluations, monitors training & professional development; develops position descriptions); provides technical assistance & develops action plans to ensure compliance with training & evaluation policies; responds to system issues 24 hours/day, 7 days/week which may require carrying a cell phone or wearing a pager; creates & maintains Personal Learning Plan (PLP); indentifies targeted state employees to transfer knowledge & provides training.	
25	Develops function requirements & provides procurement expertise to development & technical teams for enhancements to software: writes general design for software enhancements & future releases; coordinates change & enhancements with other OALS modules (e.g., accounts receivable/payable, billing, human capital management, capital projects, asset management, enterprise performance management); uses PS Query &/or ISQL tools to solve system issues.	Knowledge of 1, 2, 3, 4, 5*, 6, 7*, 8, 9 Skill in 10, 11, (18) use of PS Query &/or ISQL Ability to 12, 13, 14, 15, 16, 17
10	Performs other related duties as assigned: attends meetings; serves as OAKS liaison with state & private agencies; researches cases in Case Relationship Management application.	Knowledge of 4, 8, (19) employee training & development. Skill in 10 Ability to 12, 13, 14, 15, 16
		*developed after employment

JOB CODE 63332

List Position Numbers & Job Titles of Positions Directly Supervised:	SIGNATURE OF AGENCY REPRESENTATIVE	DATE
20005524 Business Transformation Analyst 20005660 Business Transformation Analyst	Jeffrey Westhoven/cc	4/10/12

Appl 4.6.12