

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	<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 Procurement Modules Lead		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 checked="" 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: 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		
	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); identifies 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: See Table of Organization		SIGNATURE OF AGENCY REPRESENTATIVE 	
			DATE 4/11/14	

Appd 4.14.14 (ce)