

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
Procurement Modules Lead

POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR
20073295 Project Manager 1

Permanent
 Temporary
 Intermittent

Classified
 Unclassified
 Essential

Overtime: Eligible Exempt

Bargaining Unit 22

If FLSA Exempt, exemption type:
Administrative

Page 2 of 2

NORMAL WORKING HOURS (Explain unusual or rotating shift):

FROM: 8:00 a.m. TO: 5:00 p.m. & subject to overtime/call back 24X7. Report-in location 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 TITLE
Senior Business Transformation Analyst

JOB CODE
63332

List Position Numbers & Job Titles of Positions Directly Supervised:

20005660 Business Transformation Analyst

SIGNATURE OF AGENCY REPRESENTATIVE

Paul J. Howard

DATE

6/16/11

Apd 6.2.11