

<h1 style="margin:0;">POSITION DESCRIPTION</h1>	<h2 style="margin:0;">OHIO DEPARTMENT OF ADMINISTRATIVE SERVICES</h2>	AGENCY Department of Administrative Services
	DIVISION OR INSTITUTION Office of Information Technology	
	UNIT OR OFFICE OAKS/HCM/Development Support	
CB		

POSITION NUMBER 20075309	<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 HCM Development Team TL Consultant	POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR 20073526 Information Technology Manager 2		
	NORMAL WORKING HOURS (Explain unusual or rotating shift) 8:00 a.m. - 5:00 p.m. 2 <sup>nd</sup> shift work on payroll confirm week			Page 1 of 2
	JOB DESCRIPTION AND WORKER CHARACTERISTICS			
	%	Job Duties in Order of Importance	Minimum Acceptable Characteristics	
	90	Provides technical advice & direction to the HCM Development Team Lead & other managers regarding Ohio Administrative Knowledge System (i.e., OAKS running on PeopleSoft application) HCM Module Time & Labor Rules: utilizes knowledge of batch processes, time & labor rules programming & other aspects of the OAKS application (e.g., coding) to advise on development & maintenance of the Time & Labor module; provides staff with technical assistance in programming languages, databases & technologies (e.g., SQL, People Tools, People Code, Application Engine, PeopleSoft Administrator) & new system usage & maintenance to ensure proper practices & maximum efficiency; resolves difficult problems; ensures continuous system functioning; responds to system issues 24 hrs/day, 7 days/week which may require overtime or call back; may be required to carry cell phone or wear pager; provides guidance & develops reports for higher-level management; evaluates system needs & provides technical solution to best benefit agency; oversees work efforts of development team members; provides detailed status reports.	Knowledge of (1) project management; (2) PeopleSoft module functionality & business processes (e.g., finance, data warehouse, HCM, data security modules); (3) agency/division policies & procedures*; (4) computer science; (5) systems analysis & design; (6) business & architecture components; (7) application & network security fundamentals; (8) network administration; (9) system & software evaluation & development; (10) system hardware maintenance; (11) Windows operating system; Skill in (12) use of personal computer & associated hardware/software; (13) use of PeopleSoft tools & technologies (e.g., PeopleTools, PeopleSoft Administrator); (14) programming PeopleSoft HCM module time & labor rules; Ability to (15) define problems, collect data, establish facts & draw valid conclusions; (16) interpret variety of technical material in books, journals & manuals; (17) deal with non-verbal symbols in formulas, equations or graphs; (18) deal with many variables & determine specific action (e.g., research, production); (19) maintain accurate records; (20) prepare meaningful, concise & accurate reports; (21) proofread technical materials, recognize errors & make corrections; (22) use3) respond to system issues 24X7; (24) carry cell phone or wear pager.	
JOB CODE 64162	List Position Numbers and Class Titles of Positions Directly Supervised:		SIGNATURE OF AGENCY REPRESENTATIVE 	
			DATE 2/4/08	

App 7-10-08CA

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HCM Development Team TL Consultant

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10	Performs other related duties as needed: attends meetings & represents management in conferences with federal, state & county officials; attends &/or facilitates staff/team meetings; prepares &/or delivers speeches & presentations before professional organizations & legislative bodies; maintains contact with other state agencies in order to obtain ongoing assessments of systems & technical infrastructure.	Knowledge of 1, 2, 5, 6 Skill in Ability to 8, 9, 10, 14  <u>Position Specific Minimum Qualifications</u> 12 mos. exp. programming PeopleSoft HCM module time & labor rules.

JOB CODE TITLE  
Information Technology Consultant 2

JOB CODE  
64162

List Position Numbers and Class Titles of Positions Directly Supervised:

SIGNATURE OF AGENCY REPRESENTATIVE

DATE

*F. Steve Thomas*

6/6/08

Appl 7-10-08 CB