

POSITION DESCRIPTION

OHIO DEPARTMENT OF ADMINISTRATIVE SERVICES

AGENCY
Department of Administrative Services

DIVISION OR INSTITUTION
Ohio Administrative Knowledge System

UNIT OR OFFICE
OAKS/HCM Application Team

POSITION NUMBER
20075313

State Agency County Agency New Position Change

County of Employment
Franklin

USUAL WORKING TITLE OF POSITION
Mgmt Analyst Supervisor 1

POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR
20074136 Management Analyst Supervisor 2

NORMAL WORKING HOURS (Explain unusual or rotating shift)
8:00 a.m. - 5:00 p.m. & subject to overtime/call back 24X7

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JOB DESCRIPTION AND WORKER CHARACTERISTICS

%	Job Duties in Order of Importance	Minimum Acceptable Characteristics
85	Serves as agency manager for Ohio Administrative Knowledge System (e.g., OAKS running on PeopleSoft application) Time & Labor module: plans & conducts Conference Room Pilots (CRP) to review current requirements & gather additional requirements for enhancements; develops & documents "to be" processes in PeopleSoft; identifies & resolves problems with module; consults with customer staff to analyze business issues & work toward solutions to business problems; works closely with system designers & Human Resources Division, Human Capital Management support team to configure Time & Labor module (e.g., time reporting code, schedules, security groups); changes fields & coordinates resulting changes to other fields, responds to inquiries requiring higher-level knowledge of system processes regarding Time & Labor which support business requirements; provides support to agencies by researching & fixing issues with module elements; provides production support & problem determination; develops custom processes; develops & implements policies & procedures related to the payroll module; responds to module issues 24 hrs/day, 7 days/week as needed; provides backup for supervisor during absences.	Knowledge of (1) OAKS system; (2) PeopleSoft web-based application; (3) State of Ohio payroll & time/labor programs & processes*; (4) business administration; (5) laws, rules, & regulations relating to benefits; Skill in (6) operation of personal computer & associated hardware & software; (7) configuring time & labor module(e.g., time reporting codes, schedules, security groups); (8) use of web-based enterprise resource planning system (e.g., PeopleSoft/OAKS); Ability to (9) deal with many variables & determine specific course of action; (10) use proper research methods in gathering data; (11) gather, collate & classify information; (12) draft &/or edit administrative policies, procedures, informational booklets & directives; (13) provide production support 24 hrs/day, 7 days/week.
15	Performs other related duties as assigned: works with change management team to design, & review end-user training programs for the Time and Labor module; identifies areas of significant change in process to the end user & makes recommendations for additional job aides to assist in facilitating user training. Position is overtime exempt.	Knowledge of 1*, 2, 3, 4*, 5, 6, Skill in 6, 7, 8 Ability to 9, 10, 11, 12, 13. *developed after employment

JOB CODE TITLE
Management Analyst Supervisor 1

JOB CODE
63215

List Position Numbers & Titles of Positions Directly Supervised:

SIGNATURE OF AGENCY REPRESENTATIVE

DATE

Clair Overley

1-7-08

Appd 1-16-08 CB