

POSITION DESCRIPTION		AGENCY/DEPT ID Department of Administrative Services- DAS301000
DIVISION OR INSTITUTION Human Resources Division	UNIT OR OFFICE Applications & Security	COUNTY OF EMPLOYMENT Franklin

POSITION NUMBER 20075315	<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 Business Transformation Analyst		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 type="checkbox"/> Essential	Overtime: <input type="checkbox"/> Eligible <input checked="" type="checkbox"/> Exempt If FLSA Exempt, exemption type:	Bargaining Unit Page 1 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			
JOB DESCRIPTION AND WORKER CHARACTERISTICS				
%	Job Duties in Order of Importance	Knowledge, Skills & Abilities		
70	Under direction of the Deputy Director, serves as assistant for implementation of new functionality (e.g. Document Management System (DMS), Kronos, Affordable Care Act (ACA), Employee Development Fund (EDF) & new configuration items, acts as a liaison to OAKS for Human Resources Division (HRD) regarding DMS, Kronos, EDF, provides functional advice & guidance in planning, coordinating, & maintaining DMS, Kronos & EDF; assists Deputy Director with project test plans; identifies potential business process improvements; assists HRD staff in using the DMS, Kronos & EDF systems; works with HRD to provide production support & maintains contact with HRD (ART) to ensure OAKS & DMS, Kronos, EDF work together; assists ART & HCM Support with configuration & customizations needed (e.g., gathering requirements, design, working with Service Assurance & Managed Services, testing, deployment, production support & change management); assists cross-functional-application team efforts (e.g. contract changes, tax updates, bundles, creates plans/timelines, assistance with gathering requirements & design) in collaboration with Service Assurance & Managed Services (e.g., creates test & deployment plans, change management planning & activities); validates state's requirements for improved business processes; analyzes & defines requirements & business rules to facilitate statewide process design.	Knowledge of (1) Ohio Administrative Knowledge System (OAKS)*; (2) PeopleSoft web-based application; (3) State of Ohio payroll & time/labor programs & processes*; (4) business administration; (5) laws, rules, & regulations relating to payroll; (6) business process & organizational engineering; (7) agency policies & procedures*. Skill in (8) operation of personal computer & associated hardware & software; (9) configuring Payroll module (e.g., time reporting codes, schedules, security groups); (10) use of web-based enterprise resource planning system (e.g., PeopleSoft/OAKS). Ability to (11) deal with many variables & determine specific course of action; (12) use proper research methods in gathering data; (13) gather, collate & classify information; (14) draft &/or edit administrative policies, procedures, informational booklets & directives; (15) provide production support 24 hrs/day, 7 days/week.		
List Position Numbers & Job Titles of Positions Directly Supervised:		SIGNATURE OF AGENCY REPRESENTATIVE 	DATE 12/12/15	

JOB CODE
63331

JOB CODE TITLE
Business Transformation Analyst
 12.22.15

