

POSITION DESCRIPTION		AGENCY/DEPT ID Department of Administrative Services DAS302290
DIVISION OR INSTITUTION Human Resources Division	UNIT OR OFFICE HCM Support	COUNTY OF EMPLOYMENT Franklin

POSITION NUMBER 20075315 JOB TITLE Management Analyst Supervisor 1 JOB CODE 63215	<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 Management Analyst Supv. 1		POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR 20074136 Management Analyst Supervisor 2	
	<input checked="" type="checkbox"/> Permanent <input type="checkbox"/> Temporary <input type="checkbox"/> Intermittent	<input checked="" type="checkbox"/> Classified <input type="checkbox"/> Unclassified	Overtime: <input type="checkbox"/> Eligible <input checked="" type="checkbox"/> Exempt If FLSA Exempt, exemption type:	Bargaining Unit Page 1 of 1
	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
85	Serves as agency manager for Ohio Administrative Knowledge System (e.g., OAKS running on PeopleSoft application) Payroll 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 payroll 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 payroll which support business requirements; provides support to HCM & OAKS staff 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 payroll. Skill in (6) operation of personal computer & associated hardware & software; (7) configuring Payroll 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 payroll module; identifies areas of significant change in process to the end user & makes recommendations for additional job aides to assist in facilitating user training.	Knowledge of 1*, 2, 3, 4*, 5, 6. Skill in 6, 7, 8. Ability to 9, 10, 11, 12, 13.
Position is overtime exempt.		<u>Position Specific Minimum Qualifications:</u> 18 months exp. updating custom payroll tables within PeopleSoft application. 18 months exp. creating payroll schedules and time reporting codes.
*developed after employment		

List Position Numbers & Job Titles of Positions Directly Supervised:	SIGNATURE OF AGENCY REPRESENTATIVE 	DATE 3/6/07
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