100-600U

POSITION DESCRIPTION

AGENCY/DEPT ID
Department of Administrative Services-DAS302310

DIVISION OR INSTITUTION	UNIT OR OFFICE	COUNTY OF EMPLOYMENT
Human Resources Division	Applications & Security	Franklin

POSITION NUMBER 20075315

☐ Reclassification ☐ New Position ☒ Update

Position Hyperlinked to ☐ Agency Organizational Tree

USUAL WORKING TITLE OF POSITION	POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR
Business Transformation Analyst	20074136 Senior Business Transformation Analyst

☒ Permanent ☐ Temporary ☐ Intermittent	☐ Classified ☐ Unclassified ☐ Essential	Overtime: ☐ Eligible ☒ 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	Under direction of the Ohio Administrative Knowledge System (e.g., OAKS running on PeopleSoft application) Payroll module manager utilizes business process transformation & process reengineering to improve business processes for users of HCM: 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) 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.
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; conducts training as needed. Position is overtime exempt.	Knowledge of 1*, 2, 3*, 4, 5, 6, 7*, (16) training & development. Skill in 8, 9, 10. Ability to 11, 12, 13, 14, 15. Position Specific Minimum Qualifications: 18 months exp. updating custom payroll tables within PeopleSoft application. 18 months exp. creating payroll schedules and time reporting codes. *developed after employment

JOB CODE TITLE Business Transformation Analyst

JOB CODE 63331

Appd 8/12/10 Bmo

List Position Numbers & Job Titles of Positions Directly Supervised:	SIGNATURE OF AGENCY REPRESENTATIVE	DATE
	[signature]	8/12/10