

POSITION DESCRIPTION

AGENCY/DEPT ID
Department of Administrative Services-
DAS302310

DIVISION OR INSTITUTION
Human Resources Division

UNIT OR OFFICE
Applications & Security

COUNTY OF EMPLOYMENT
Franklin

POSITION NUMBER
20075315

Reclassification New Position Update Position Hyperlinked to
Agency Organizational Tree

USUAL WORKING TITLE OF POSITION
Business Transformation Analyst

POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR
20005851 Senior Business Transformation Analyst

Permanent
 Temporary
 Intermittent

Classified
 Unclassified
 Essential

Overtime: Eligible Exempt

Bargaining Unit

If FLSA Exempt, exemption type:

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
70	<p>Under direction of the Senior Business Transformation analyst, serves as assistant for implementation of new functionality (e.g. eProfile, ePay, eBenefits, Time & Labor, Kronos, automation of Personnel Action process, Ohio Administrative Knowledge System (OAKS) upgrades) & new configuration items (e.g., contract/parity changes, acts as a liaison to OAKS for Human Resources Division (HRD) provides functional advice & guidance in planning, coordinating, & maintaining the OAKS (PeopleSoft) Human Capital Management (HCM) system (e.g., Core Human Resources, Benefits, Payroll, Time & Labor, self-service); assists Supervisor with project test plans; identifies potential business process improvements; assists HRD staff in using system; works with Application & Reporting Team (ART) to provide production support & maintains contact with Human Capital Management Support group (HCM Support) to ensure OAKS is meeting expectations; assists ART and HCM Support with configuration & customizations needed (e.g., gathering requirements, design, working with Service Assurance and 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.</p>	<p>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.</p> <p>*developed after employment</p>

JOB CODE TITLE
Business Transformation Analyst

JOB CODE
63331 *and 2-26-13 ANC*

List Position Numbers & Job Titles of Positions Directly Supervised:

SIGNATURE OF AGENCY REPRESENTATIVE

DATE

Stephen Larkin

2-26-13

POSITION DESCRIPTION

AGENCY/DEPT ID
Administrative Services
DAS302310

DIVISION OR INSTITUTION
Human Resources Division

UNIT OR OFFICE
Application & Reporting

COUNTY OF EMPLOYMENT
Franklin

POSITION NUMBER
20075315

Reclassification

New Position

Update

Position Hyperlinked to

Agency Organizational Tree

USUAL WORKING TITLE OF POSITION
Senior Business Transformation Analyst

POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR
20005851 Senior Business Transformation Analyst

Permanent
 Temporary
 Intermittent

Classified
 Unclassified

Overtime: Eligible Exempt

Bargaining Unit

If FLSA Exempt, exemption type:

Page 2 of 2

NORMAL WORKING HOURS (Explain unusual or rotating shift):

FROM: 8:00 a.m.

TO: 5:00 p.m.

JOB DESCRIPTION AND WORKER CHARACTERISTICS

%	Job Duties in Order of Importance	Knowledge, Skills & Abilities
10	Consults with ART & HCM regarding unit operations, problems & process improvements involving all aspects of the HR, Benefits, Payroll, and Time & Labor modules; learns new emerging OAKS features & functions (e.g. ePerformance) & assists in training ART & HCM on new processes;	Knowledge of: 1, 2*, 3, 5*, 7, 8. Skill in: 9, 10. Ability to: 11, 12, 13, 14.
10	Evaluates OAKS HCM systems, hardware & software systems & recommends changes as indicated (e.g., assists in diagnosis & resolution of modifications or configuration changes for possible quick solution to OAKS HCM modules affecting data process not resolved through normal help desk escalation);	Knowledge of: 1, 2*, 3, 7. Skill in: 9, 10. Ability to: 11, 12, 13, 14.
10	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.	Knowledge of 1*, 2, 3*, 4, 5, 6, 7*, (16) Skill in 8, 9, 10. Ability to 11, 12, 13, 14, 15.

*developed after employment.

Position is overtime exempt.

List Position Numbers & Job Titles of Positions Directly Supervised:

SIGNATURE OF AGENCY REPRESENTATIVE

DATE

Stephanie J. ...

2-26-13

JOB TITLE
Senior Business Transformation Analyst
JOB CODE
63332
App'd 2-26-13 ANC