

# POSITION DESCRIPTION

OHIO DEPARTMENT OF ADMINISTRATIVE SERVICES

AGENCY  
Department of Administrative Services

DIVISION OR INSTITUTION  
Ohio Administrative Knowledge System

UNIT OR OFFICE  
FIN/General Ledger Module

POSITION NUMBER  
20075322

State Agency     County Agency     New Position     Change

County of Employment  
Franklin

USUAL WORKING TITLE OF POSITION  
OAKS GL Data Integrity Manager

POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR  
20074980 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

Page 1 of 1

## 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), Application Support Team, General Ledger Module, Data Integrity Program; reviews current requirements & gathers additional requirements for enhancements; researches & analyzes current operations, systems & procedures to determine where improvements are needed; researches & resolves General Ledger data issues using PS/Query & ISQL; consults with customer staff to analyze business issues & work toward solutions to business problems; works closely with system designers, Office of Budget & Management (OBM) budget analysts/state accounting & Department of Administrative Services State Purchasing support teams to configure GL tables & coordinate changes to other fields; develops & implements policies & procedures related to addressing sub-module to GL data reconciliation issues; responds to inquiries requiring higher-level knowledge of sub-module to GL transactional processes which support business requirements; provides support to agencies by researching & fixing issues with sub-module to GL data synchronization elements; provides production support & problem determination; develops custom processes; works closely with development & technical teams to provide functional requirements (i.e., designs) for enhancements to software; writes & executes test conditions & scripts to ensure systems is functioning properly when new patches/bundles are loaded into system; analyzes patches & bundles to determine any impact to customizations; creates & tests System Investigation Reports (SIR) issues utilizing the Information Technology Governance (ITG) application; responds to issues 24 hrs/day, 7 days/week;	Knowledge of (1) PeopleSoft web-based application; (2) State of Ohio General Ledger and Chart of Accounts*; (3) business administration; (4) laws, rules, & regulations relating to accounts payable; (5) integration of other modules with FIN module (e.g., general ledger, purchasing, accounts receivable, human capital management, capital projects system, asset management, budget & planning, EPM); (6) PeopleSoft error resolution process; Skill in (7) operation of personal computer & associated hardware & software; (8) configuring EDI & PCard systems; Ability to (9) deal with many variables & determine specific course of action; (10) use proper research methods in gathering data; (11) define problems, collect data, establish facts & draw valid conclusions; (12) draft &/or edit administrative policies, procedures, informational booklets & directives; (13); provide on call 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 EDI & PCard systems; identifies areas of significant change in processes 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 7, 8 Ability to 9, 10, 11

JOB CODE TITLE  
Management Analyst Supervisor 1

*Apd 4-8-08 CB*

JOB CODE  
63215

List Position Numbers & Titles of Positions Directly Supervised:

SIGNATURE OF AGENCY REPRESENTATIVE

DATE



*3/31/08*