

POSITION DESCRIPTION

OHIO DEPARTMENT OF ADMINISTRATIVE SERVICES

AGENCY
Department of Administrative Services

DIVISION OR INSTITUTION
Office of Information Technology

UNIT OR OFFICE
OAKS/Finance Team/Planning & Budget

POSITION NUMBER
20075324

State Agency County Agency New Position Change

County of Employment
Franklin

USUAL WORKING TITLE OF POSITION
OAKS Planning & Budget Module Lead

POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR
20074978 Project Manager 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 2

JOB DESCRIPTION AND WORKER CHARACTERISTICS

%	Job Duties in Order of Importance	Minimum Acceptable Characteristics
25	Oversees & leads all components of work assigned for Ohio Administrative Knowledge System (i.e., OAKS running on PeopleSoft application) Financial Team, Budget Planning & Development Module business process improvement projects: determines work breakdown structure & assignments; ensures project milestones are met; manages budget module; analyzes & defines requirements & business rules to facilitate design & integration; maps & validates data; interprets statewide related reports; manages & oversees overall project test plans; validates & executes test scenarios for wide variety of complex technical changes related to business component improvement; develops & implements state configuration policies & procedures regarding incorporation of statewide enterprise back office procedures relating to budget requirements impacting inter-agency policy; ensures policies, procedures, directives & objectives of process improvement projects are in line with mission & goals of OAKS, Office of Budget & Management (OBM), Department of Administrative Services (DAS), or federal & state legislation; supervises other business transformation personnel.	Knowledge of (1) business process delivery pertinent to assigned process transformation, organizational design &/or process; (2) federal &/or state laws, rules, regulations & best practice scenarios for business process; (3) project management/reengineering; (4) PeopleSoft enterprise web-based financial application; (5) state budgeting processes, laws, rules, & regulations *; (6) business administration; (7) integration of other modules with the budget module (8) agency policies & procedures*; (9) supervision; Skill in (10) operation of personal computer & associated hardware/software (e.g., PeopleSoft; MS Office); Ability to (11) deal with many variables & determine specific course of action; (12) use proper research methods in gathering data; (13) define problems, collect data, establish facts & draw valid conclusions; (14) draft &/or edit administrative policies, procedures, information booklets & directives; (15) analyze business requirements.
65	Manages OAKS Financial Team, Budget Planning & Development Module: reviews current requirements & gathers additional requirements for enhancements; researches & analyzes current operations, systems & procedures to determine where improvements are needed; works closely with Office of Budget & Management (OBM) to manage the application during the biennial budget process (e.g., staging, mapping & loading OBM budget & legislative budget, integrating approved state budget into General Ledgers & all other interfaces, updates & implements financial trees; monitors &	Knowledge of 1, 2, 3, 4, 5*, 6, 7, 8*, 9, (16) PeopleSoft error resolution process; Skill in 12, (17) configuring budget systems; (18) use of PS/Query & ISQL Ability to 13, 14, 15, 16, (19) provide on call production support 24 hrs/day, 7 days/week *developed after employment

JOB CODE TITLE
Senior Business Transformation Analyst

Appl 8-14-08 CAS

JOB CODE
63332

List Position Numbers & Titles of Positions Directly Supervised:

SIGNATURE OF AGENCY REPRESENTATIVE
Dennis W. [Signature]

DATE
7/24/08

POSITION DESCRIPTION

OHIO DEPARTMENT OF ADMINISTRATIVE SERVICES

AGENCY
Department of Administrative Services

DIVISION OR INSTITUTION
Office of Information Technology

UNIT OR OFFICE
OAKS/Finance Team/Planning & Budget

POSITION NUMBER
20075324

State Agency County Agency New Position Change

County of Employment
Franklin

USUAL WORKING TITLE OF POSITION
OAKS Planning & Budget Module Lead

POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR
20074978 Project Manager 2

NORMAL WORKING HOURS (Explain unusual or rotating shift)
8:00 a.m. - 5:00 p.m. subject to overtime/call back 24X7

Page 2 of 2

JOB DESCRIPTION AND WORKER CHARACTERISTICS

%	Job Duties in Order of Importance	Minimum Acceptable Characteristics
---	-----------------------------------	------------------------------------

	<p>coordinates OAKS Planning & Budget module row level security; researches & resolves data issues in the Planning & Budget Module using PS/Query & iSQL; consults with customer agency staff to analyze business issues & work toward solutions to business problems; works closely with system designers, OBM state budget & accounting teams to configure budget models; develops & implements policies & procedures related to addressing budgets; responds to inquiries requiring higher-level knowledge of biennial budget processes which support business requirements; provides support to agencies by researching & fixing issues with budget elements; provides production support & problem determination; develops custom processes; provides support during the biennial budget process to ensure flow of budget model while maintaining OBM mandated budget schedule; works closely with development & technical teams to provide functional requirements (i.e., designs) for enhancements to software; writes, approves & executes test conditions & scripts to ensure system is functioning properly when new designs, patches, or 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 which may require overtime/call back; may be required to carry cell phone, wear pager or other necessary electronic device; creates & maintains Personal Learning Plan (PLP); identifies targeted state employees to transfer knowledge & provides training..</p>	
--	---	--

10	<p>Performs other related duties as assigned: works with training team to design & review end-user training programs for the Planning & Budgeting module; identifies areas of significant change in processes to the end user & makes recommendations for additional job aides to assist in facilitating user training; assists as needed in other OAKS Financial Modules.</p>	<p>Knowledge of 1, 2, 3, 4, 5*, 6 Skill in 12 Ability to 13, 14, 15, 16</p>
----	--	---

Position is overtime exempt

*developed after employment

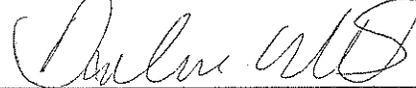
JOB CODE TITLE
Senior Business Transformation Analyst

JOB CODE
63332

List Position Numbers & Titles of Positions Directly Supervised:

SIGNATURE OF AGENCY REPRESENTATIVE

DATE



7/24/08

Appd 8-14-08 CB