

POSITION DESCRIPTION

OHIO DEPARTMENT OF ADMINISTRATIVE SERVICES

AGENCY
Department of Administrative Services

DIVISION OR INSTITUTION
Office of Information Technology

UNIT OR OFFICE
OAKS/FIN Functional Team/Asset FAMS

POSITION NUMBER
20075325

State Agency County Agency New Position Change

County of Employment
Franklin

USUAL WORKING TITLE OF POSITION: Asset Management Team 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
35	Serves as agency manager for Ohio Administrative Knowledge System (e.g., OAKS running PeopleSoft application), Finance (FIN) Functional Team Asset Management (AM) Module & any related ancillary or interfaced third-party software system programs (e.g., Bar-coding/RFID application); develops & implements policies & procedures related to the functionality of the OAKS AM system & business operations; monitors accuracy & functionality of current operations, system & procedures to determine where fixes & improvements are needed; researches & resolves data issues in AM using PS/Query & ISQL; provides production support & problem determination; researches & analyzes current operations; responds to inquiries requiring higher-level knowledge of AM processes which support business processes & requirements; consults with agency customers' staff to analyze business, accounting & reporting issues; works toward solutions & meeting customers' needs; supervises lower-level staff (e.g., delegates assignments & monitors progress, approves leave requests & timesheets; interviews applicants & makes recommendations to administration, initiates & recommends discipline, creates performance measurements & evaluates performance; resolves personnel issues); creates & maintains Knowledgeable & Responsibility Transfer (KART) plan; identifies targeted state employees to transfer knowledge & provides training; responds to system issues 24 hours/day, 7 days/week which may require carrying cell phone &/or wearing pager or other required electronic device.	Knowledge of (1) PeopleSoft web-based application; (2) State of Ohio asset management processes*; (3) business administration; (4) laws, rules, & regulations relating to asset management; (5) integration of other modules with the Asset module (e.g., contracts, items, requisitions, RFPs, controlling board); (6) PeopleSoft error resolution process; (7) supervision principles; Skill in (8) operation of personal computer & associated hardware/software (e.g., MS Word, OAKS,) (9) configuring asset management systems; Ability to (10) deal with many variables & determine specific course of action; (11) use proper research methods in gathering data; (12) define problems, collect data, establish facts & draw valid conclusions; (13) ability to interpret a variety of technical material in books, journals and manuals; (14) draft &/or edit administrative policies, procedures, information booklets & directives; (15) respond to system issues 24X7; (16) carry cell phone or wear pager.
25	Reviews current system requirements & gathers additional agency customers' requirements for enhancements & upgrades; writes & provides technical proposals & change orders; prioritizes proposed system enhancements; provides production support & problem determination; researches & analyzes current operations; works closely with programmers,	Knowledge of 1, 2, 3, 4 & 6 Skill in 8 & 9 Ability to 10, 11, 12, 13, 14 & 15 *developed after employment

JOB CODE TITLE
Management Analyst Supervisor 2

App 4-22-08 CB

JOB CODE
63216

List Position Numbers & Titles of Positions Directly Supervised:

20075329 Mgmt Anl Spvr 1

SIGNATURE OF AGENCY REPRESENTATIVE



DATE

4/15/08

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20074978 Project Manager 2

NORMAL WORKING HOURS (Explain unusual or rotating shift)
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JOB DESCRIPTION AND WORKER CHARACTERISTICS

%	Job Duties in Order of Importance	Minimum Acceptable Characteristics
	development & technical teams to provide functional requirements (i.e., designs) for enhancements to software & to develop custom processes; provides documentation & recommendations to OAKS management & business owners regarding future enhancements to AM module; writes, approves & executes test conditions & scripts to ensure systems are functioning properly when new enhancements, patches &/or bundles are loaded into system; analyzes patches & bundles to determine any impact to customizations.	
25	Works closely with OAKS system designers, Department of Administrative Services' General Services Division's (GSD) Asset Management Services, OAKS Support Center staff, Office of Budget & Management (OBM) financial reporting section, & other agency customers to research & fix AM module related issues (e.g., general ledger module capital asset accounts out-of-balance, certification report asset categories out-of-balance, report beginning balances out-of-balance); updates & maintains data in configuration tables (e.g., profiles IDs, acquisition codes, useful lives); reviews and updates setup of configuration tables for any required changes (e.g., accounting books, data fields, data field edits, integration, pre-AM table, security, screens); schedules & maintains batch processes; imports & exports future agency customers' data/transaction file interfaces; & maintains ancillary software program interfaces (e.g., bar-coding/RFID application); assists GSD's Asset Management Services with inventory conversions from agencies' in-house asset management systems to OAKS AM module; develops & reviews Request for Purchase (RFP) documents & contracts for new software applications & vendor maintenance agreements.	Knowledge of 1, 2, 3, 4, 5 & 6 Skill in 8 & 9 Ability to 10, 11, 12, 13 & 15
15	Performs other related duties as required: maintains & prioritizes System Investigation Reports (SIR) issues utilizing Information Technology Governance (ITG) application; works with project office team to design & review end-user training programs for Asset Management & Bar-coding/RFID systems; communicates areas of significant change in processes to business owners & makes recommendations for additional job aides to assist in facilitating user training & ongoing updates to user manuals.	Knowledge of 1, 2, 3, 4 & 6 Skill in 8 Ability to 10, 11, 12, 13 & 15 Position is overtime exempt.

JOB CODE TITLE
Management Analyst Supervisor 2

JOB CODE
63216

List Position Numbers & Titles of Positions Directly Supervised:

SIGNATURE OF AGENCY REPRESENTATIVE

DATE

Charles White

4/15/08

App 4-22-08 CB