

# POSITION DESCRIPTION

AGENCY/DEPT ID  
DAS/DAS105270

DIVISION OR INSTITUTION  
General Services Division

UNIT OR OFFICE  
Business Operations & OAKS Support  
(Finance Team/Asset Management)

COUNTY OF EMPLOYMENT  
Franklin

Reclassification     New Position     Update

Position Hyperlinked to   
Agency Organizational Tree

USUAL WORKING TITLE OF POSITION  
Asset Module Lead

POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR  
20073295 Project Manager 1

Permanent  
 Temporary  
 Intermittent

Classified  
 Unclassified  
 Essential

Overtime:  Eligible     Exempt

Bargaining Unit 22

If FLSA Exempt, exemption type:  
Administrative

Page 1 of 3

NORMAL WORKING HOURS (Explain unusual or rotating shift):  
FROM: 8:00a.m. TO: 5:00 p.m. Occasional evening or weekend hours are required.  
Report in location subject to change.

### JOB DESCRIPTION AND WORKER CHARACTERISTICS

%	Job Duties in Order of Importance	Knowledge, Skills & Abilities
20	Leads components of work assigned for Ohio Administrative Knowledge System (OAKS) Financial Team, Asset Management Module, & business process improvement projects: determines work breakdown structure & assignments; ensures project milestones are met; manages Asset Management application; 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 general ledger procedures 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 General Services Division (GSD), or federal & state legislation; supervises other business transformation personnel (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, monitors training & professional development; develops position descriptions, provides technical assistance & develops action plans to ensure compliance with training & evaluation policies).	Knowledge of (1) business process delivery; (2) federal &/or state laws, rules, regulations & best practice scenarios for business process; (3) project management/reengineering; (4) PeopleSoft web-based enterprise financial application; (5) state asset management programs & processes*; (6) integration of other modules with asset module; (7) agency policies & procedures*; (8) asset management practices & principles; (9) supervision; Skill in (10) operation of personal computer & associated hardware/software (e.g., PeopleSoft; MS Office); (11) configuring asset module; Ability to (12) define problems, collect data, establish facts & draw complex/technical conclusions; (13) professionally handle routine & sensitive contacts with government, business officials & general public; (14) work independently or collaboratively as part of team with diverse disciplines & backgrounds; (15) use proper research methods in gathering data; (16) analyze business requirements.
30	Manages OAKS Finance Team Asset Management (AM) Module & any related ancillary or interfaced third-party software system programs (e.g., Bar-coding): develops & implements policies & procedures related to functionality of 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;	Knowledge of 1, 2, 3, 4, 5*, 6, 7*, 8, 9, (17) PeopleSoft error resolution process; Skill in 10, 11, (18) use of PS/Query & ISQL Ability to 12, 13, 14, 15, 16, (19) respond to system issues 24X7.  *developed after employment.

List Position Numbers & Job Titles of Positions Directly Supervised:  
20005511 Business Transformation Analyst

SIGNATURE OF AGENCY REPRESENTATIVE



DATE

4.15.11

POSITION NUMBER  
20075325

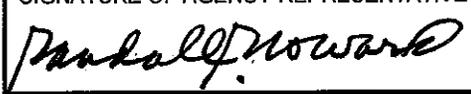
JOB CODE TITLE  
Senior Business Transformation Analyst

JOB CODE  
63332

*Apr 4/11/11 AR*



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DIVISION OR INSTITUTION General Services Division	UNIT OR OFFICE Business Operations & OAKS Support (Finance Team/Asset Management)	COUNTY OF EMPLOYMENT Franklin

POSITION NUMBER 20075325           JOB CODE TITLE Senior Business Transformation Analyst           JOB CODE 63332	<input checked="" type="checkbox"/> Reclassification <input type="checkbox"/> New Position <input type="checkbox"/> Update		Position Hyperlinked to <input type="checkbox"/> Agency Organizational Tree	
	USUAL WORKING TITLE OF POSITION Asset Module Lead		POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR 20073295 Project Manager 1	
	<input checked="" type="checkbox"/> Permanent <input type="checkbox"/> Temporary <input type="checkbox"/> Intermittent	<input checked="" type="checkbox"/> Classified <input type="checkbox"/> Unclassified <input checked="" type="checkbox"/> Essential	Overtime: <input type="checkbox"/> Eligible <input checked="" type="checkbox"/> Exempt  If FLSA Exempt, exemption type: Administrative	Bargaining Unit 22  Page 3 of 3
	NORMAL WORKING HOURS (Explain unusual or rotating shift): FROM: 8:00a.m. TO: 5:00 p.m. Occasional evening or weekend hours are required. Report in location subject to change.			
	<b>JOB DESCRIPTION AND WORKER CHARACTERISTICS</b>			
	%	Job Duties in Order of Importance	Knowledge, Skills & Abilities	
	10	future agency customers' data/transaction file interfaces; & maintains ancillary software program interfaces (e.g., bar-coding 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.  Performs other related duties as required: maintains & prioritizes System Investigation Request (SIR) issues utilizing Information Technology Governance (ITG) application; creates & maintains Personal Learning Plan (PLP); works with project management team to design & review end-user training programs for Asset Management & Bar-coding 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; attends meetings; writes reports; attends classes & seminars to remain current in asset management.	Knowledge of 4, 5*, 6 Skill in 10 Ability to 12, 13, 14, 15	
			*developed after employment	
	List Position Numbers & Job Titles of Positions Directly Supervised:  20005511 Business Transformation Analyst		SIGNATURE OF AGENCY REPRESENTATIVE  	DATE  4.15.11

Appl 4/11/11 @