

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

POSITION NUMBER 20075325	<input type="checkbox"/> Reclassification <input type="checkbox"/> New Position <input checked="" 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 See Table of Organization	
	<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 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:		SIGNATURE OF AGENCY REPRESENTATIVE		
See Table of Organization				
		DATE		
		4/14/14		

Appd 4-14-14 cc

JOB CODE TITLE
Senior Business Transformation Analyst

JOB CODE
63332

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	JOB DESCRIPTION AND WORKER CHARACTERISTICS			
	%	Job Duties in Order of Importance	Knowledge, Skills & Abilities	
		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; 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.		
	20	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, 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.	Knowledge of 1, 2, 3, 4, 5*, 6, 7*, 8, 17 Skill in 10, 11, 18 Ability to 12, 13, 14, 15, 16, 19	
	20	Works closely with OAKS system designers, GSD Asset Management Services, OAKS Support Center staff, 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 & 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	Knowledge of 1, 2, 3, 4, 5*, 6, 7*, 8, 17 Skill in 10, 11, 18 Ability to 12, 13, 14, 15, 16, 19 *developed after employment	
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	JOB DESCRIPTION AND WORKER CHARACTERISTICS			
	%	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	
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App'd 4.14.14 (cc)