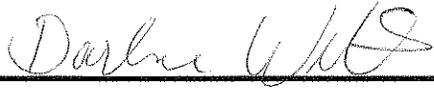


<h1 style="margin: 0;">POSITION DESCRIPTION</h1> <p style="text-align: center; margin: 10px 0;">OHIO DEPARTMENT OF ADMINISTRATIVE SERVICES</p>	AGENCY Department of Administrative Services
	DIVISION OR INSTITUTION Office of Information Technology
	UNIT OR OFFICE OAKS/Project Management Team

POSITION NUMBER 20075326	<input checked="" type="checkbox"/> State Agency <input type="checkbox"/> County Agency <input type="checkbox"/> New Position <input checked="" type="checkbox"/> Change	County of Employment Franklin
	USUAL WORKING TITLE OF POSITION Project Analyst	POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR 20073537 Business Transformation Program Manager
	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
60	Oversees components of projects to improve Project Management Office (PMO) processes for Ohio Administrative Knowledge System (i.e., OAKS running on PeopleSoft application): tracks and manages work breakdown structure & assignments; utilizes Systems Development Life Cycle methodology to monitor project milestones; manages PMO application, (e.g., Sharepoint, Project Server, MS Project, project spreadsheets, Excel, Access); develops & implements configuration policies & procedures regarding PMO processes; ensures policies, procedures, directives & objectives of process improvement projects, to which they are assigned, are in line with mission & goals of OAKS, Department of Administrative Services (DAS), or federal & state legislation.	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) public speaking; (4) project/program management; (5) process reengineering (e.g., GAAP analysis); (6) agency policies & procedures*; (7) government structure and process*; (8) business administration; (19) Systems Development Life cycle methodologies; Skill in (9) operation of personal computer & associated hardware/software (e.g., PeopleSoft; MS Office); (20) Use of project management applications (e.g., Sharepoint, Project Server, MS Project, project spreadsheets, Excel, Access); Ability to (10) define unusual problems, collect data, establish facts & draw conclusions; (11) read & comprehend legislative or policy related materials; (12) create &/or edit technical/instructional materials to be presented in print or oral form to variety of audiences; (13) communicate effectively orally and in writing; (14) work independently or collaboratively as part of team with diverse disciplines & backgrounds; (15) proofread materials, recognize errors & make corrections; (16) develop complex
*developed after employment		
JOB CODE 63332	List Position Numbers & Titles of Positions Directly Supervised:	SIGNATURE OF AGENCY REPRESENTATIVE 
		DATE 12/19/08

App'd 1-6-09 CB

JOB CODE TITLE
 Senior Business Transformation Analyst

<h1 style="margin: 0;">POSITION DESCRIPTION</h1> <p style="text-align: center; margin: 10px 0 0 0;">OHIO DEPARTMENT OF ADMINISTRATIVE SERVICES</p>	AGENCY Department of Administrative Services
	DIVISION OR INSTITUTION Office of Information Technology
	UNIT OR OFFICE OAKS/Project Management Team

POSITION NUMBER 20075326	<input checked="" type="checkbox"/> State Agency	<input type="checkbox"/> County Agency	<input type="checkbox"/> New Position	<input checked="" type="checkbox"/> Change	County of Employment Franklin	
	USUAL WORKING TITLE OF POSITION Project Analyst		POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR 20073537 Business Transformation Program Manager			
	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	
	35	Works with staff at OBM, DAS, OAKS, & other agencies to define process improvement needs with respect to project management and project tracking processes for OAKS; assists OAKS project managers with issue tracking & maintaining project plans; drafts changes to the State of Ohio process manuals and other relevant publications; reviews monthly performance reports produced by vendor; provides input to communication and change management processes; assists OAKS management with tracking of vendor performance against Service Level Agreements (SLAs); supports OAKS vendor management processes; assist with overall Quality Assurance (QA) and Quality Control (QC) processes; represents OAKS at meetings and forums related to business process reengineering and projects.			reports; (17) use proper research methods to gather, collate & classify information; Knowledge of 1, 2, 3, 4, 5, 6*, 7*, 8 Skill in 9, 20 Ability to 10, 11, 12, 13, 14, 15, 16, 17,	
	5	Performs other related duties as needed: evaluates training needs associated with project implementation; participates in the development of training plans; assists in training coordination; conducts and coordinates training as needed with provider; attends meetings (e.g., user groups, project management organizations.			Knowledge of 1, 2, (18) employee training & development Skill in 9 Ability to 10, 12, 15, 16, 17 <u>Position Specific Minimum Qualifications</u> 12 months experience utilizing systems development life cycle methodologies 12 months experience using project management application (e.g., Sharepoint, Project Server, MS Project, Excel and Access). *developed after employment	
Position is overtime exempt.						
JOB CODE 63332	List Position Numbers & Titles of Positions Directly Supervised:			SIGNATURE OF AGENCY REPRESENTATIVE 	DATE 12/29/08	
	(Empty space for supervised positions)			(Empty space for signature)	(Empty space for date)	

App'd 1-6-09 CCB

JOB CODE TITLE
Senior Business Transformation Analyst