

POSITION DESCRIPTION		AGENCY/DEPT ID Department of Administrative Services DAS105270
DIVISION OR INSTITUTION General Services Division	UNIT OR OFFICE Business Operations	COUNTY OF EMPLOYMENT Franklin

POSITION NUMBER 20075329	<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 Third-Party Software Manager		POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR 20073295 Management Analyst Supervisor 2	
	<input checked="" type="checkbox"/> Permanent <input type="checkbox"/> Temporary <input type="checkbox"/> Intermittent	<input checked="" type="checkbox"/> Classified <input type="checkbox"/> Unclassified <input type="checkbox"/> Essential	Overtime: <input type="checkbox"/> Eligible <input checked="" type="checkbox"/> Exempt If FLSA Exempt, exemption type: Administrative	Bargaining Unit 22 Page 2 of 2
	NORMAL WORKING HOURS (Explain unusual or rotating shift): FROM: 8:00 a.m. TO: 5:00 p.m. & subject to overtime/call back 24X7. Report-in location subject to change.			
JOB DESCRIPTION AND WORKER CHARACTERISTICS				
%	Job Duties in Order of Importance	Knowledge, Skills & Abilities		
	<p>additional agency customers' requirements for enhancements; assists with writing & providing technical proposals & change orders; prioritizes proposed system enhancements; consults agency customers' staff to analyze business, accounting, reporting issues & recommends solutions; works closely with AM team lead, system designers, General Services Division's (GSD) Asset Management Services, & OAKS Support Center staff to research & fix asset module related issues (e.g., integrating AM with AP & PO modules) using PeopleSoft asset management software; assists GSD's Asset Management Services with inventory conversions from agencies' in-house asset management system to AM module; updates & maintains configuration of tables (e.g., accounting books, security, screens, data fields, data field edits); coordinates with batch team to schedule & maintain batch processes; imports & exports future agency customers' data transaction file interfaces & maintains ancillary software program interfaces (e.g., bar-coding); responds to system issues 24 hours/day, 7 days per week which may require overtime or 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>			
15	<p>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; responds to inquiries requiring higher-level knowledge of AM processes which support business processes & requirements.</p>	<p>Knowledge of 1, 2, 3, 4, 5*, 6, 7*, 8 Skill in 9, 15 Ability to 10, 11, 12, 13, 17, 18</p>		
5	<p>Performs other related duties as assigned: attends meetings; writes reports; attends classes & seminars to remain current in asset management.</p> <p>Position is overtime exempt.</p>	<p>Knowledge of 1, 2, 4, * Skill in 10 Ability to 12, 13.</p> <p>*developed after employment</p>		
JOB CODE 63331	List Position Numbers & Job Titles of Positions Directly Supervised:		SIGNATURE OF AGENCY REPRESENTATIVE <i>Jeffrey Westhonen</i>	
			DATE 2/25/09	

apd 2-26-09 al