

# POSITION DESCRIPTION

OHIO DEPARTMENT OF ADMINISTRATIVE SERVICES

AGENCY  
Department of Administrative Services

DIVISION OR INSTITUTION  
Office of Information Technology

UNIT OR OFFICE  
OAKS/Financial Team/Asset Module

POSITION NUMBER  
20075329

State Agency     County Agency     New Position     Change

County of Employment  
Franklin

USUAL WORKING TITLE OF POSITION  
Third-Party Software Manager

POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR  
20075325 Senior Business Transformation Analyst

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	<p>Manages components of Ohio Administrative Knowledge System (i.e., OAKS running on PeopleSoft application) Financial Team, Asset Module ancillary &amp;/or interfaced third-party software system programs (e.g., bar-coding): develops &amp; implements state configuration policies &amp; procedures regarding incorporation of statewide enterprise back office procedures relating to interfaced third-party software system requirements impacting inter-agency policy; analyzes &amp; defines requirements &amp; business rules to facilitate design &amp; integration; identifies potential business process improvements; provides input to team lead on configuration issues; maps &amp; validates data; analyzes &amp; interprets business process related reports; creates test plans; creates, validates &amp; executes test scenarios for a wide variety of complex technical changes related to business component improvement; participates in design &amp; development of report &amp; screen layouts &amp; reviews &amp; comments on user documentation; ensures policies, procedures, directives &amp; objectives of process improvement projects are in line with mission &amp; goals of OAKS, Office of Budget &amp; Management (OBM), Department of Administrative Services General Services Division (GSD), or federal &amp; state legislation; consults with customer staff to analyze business issues &amp; work toward solutions to business problems; assists central offices &amp;/or business owners &amp; operations staff during all phases of business transformation projects.</p>	<p>Knowledge of (1) business process delivery; (2) federal &amp;/or state laws, rules, regulations &amp; best practice scenarios for business process; (3) project management/reengineering; (4) PeopleSoft web-based enterprise financial application; (5) state asset management programs &amp; processes*; (6) integration of other modules with asset module; (7) agency policies &amp; procedures*; (8) asset management practices &amp; principles; Skill in (9) operation of personal computer &amp; associated hardware/software (e.g., PeopleSoft; MS Office); (10) configuring asset module; Ability to (11) define problems, collect data, establish facts &amp; draw complex/technical conclusions; (12) professionally handle routine &amp; sensitive contacts with government, business officials &amp; general public; (13) work independently or collaboratively as part of team with diverse disciplines &amp; backgrounds; (14) use proper research methods in gathering data; (15) analyze business requirements.</p>
45	<p>Manages Asset Management (AM) Module functions (e.g., integration with Accounts Payable (AP) &amp; Procurement (PO) modules &amp;/or conversion interfaces) &amp; AM module ancillary &amp;/or interfaced third-party software system programs (e.g., bar-coding): develops &amp; implements policies &amp; procedures; monitors accuracy &amp; functionality of current operations, systems &amp; procedures to determine where fixes &amp; improvements are needed; researches &amp; resolves data issues using PS/Query &amp; ISQL; reviews current requirements &amp; gathers</p>	<p>Knowledge of 1, 2, 3, 4, 5*, 6, 7*, 8, (16) PeopleSoft error resolution process; Skill in 9, 10, (17) use of PS/Query &amp; ISQL tools; Ability to 11, 12, 13, 14, 15, (18) respond to system issues 24X7; (19) carry cell phone or wear pager. *developed after employment</p>

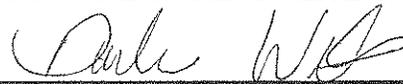
JOB CODE TITLE  
Business Transformation Analyst

JOB CODE  
63331

List Position Numbers & Titles of Positions Directly Supervised:

SIGNATURE OF AGENCY REPRESENTATIVE

DATE



7/29/08

Apd 8-14-08 CB

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	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 systems 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.	
15	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.	Knowledge of 1, 2, 3, 4, 5*, 6, 7*, 8 Skill in 9, 15 Ability to 10, 11, 12, 13, 17, 18
5	Performs other related duties as assigned: attends meetings; writes reports; attends classes & seminars to remain current in asset management.	Knowledge of 1, 2, 4, * Skill in 10 Ability to 12, 13.
	Position is overtime exempt.	*developed after employment

JOB CODE TITLE  
Business Transformation Analyst

JOB CODE  
63331

*Apd 8-14-08 CB*

List Position Numbers & Titles of Positions Directly Supervised:

SIGNATURE OF AGENCY REPRESENTATIVE

DATE

7/24/08