

POSITION DESCRIPTION		AGENCY/DEPT ID Department of Administrative Services DAS510120
DIVISION OR INSTITUTION Office of Information Technology	UNIT OR OFFICE OAKS/Project Management Office	COUNTY OF EMPLOYMENT Franklin

POSITION NUMBER 20075338 JOB CODE TITLE Business Transformation Program Manager JOB CODE 63335	<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 Service Strategy Lead	POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR SEE TABLE OF ORGANIZATION
	<input checked="" type="checkbox"/> Permanent <input type="checkbox"/> Classified Overtime: <input type="checkbox"/> Eligible <input checked="" type="checkbox"/> Exempt <input type="checkbox"/> Temporary <input checked="" type="checkbox"/> Unclassified <input type="checkbox"/> Intermittent <input checked="" type="checkbox"/> Essential If FLSA Exempt, exemption type:	Bargaining Unit 22 PR 45 Page 1 of 2
	NORMAL WORKING HOURS (Explain unusual or rotating shift): FROM: 8:00 a.m. TO: 5:00 p.m.	
	JOB DESCRIPTION AND WORKER CHARACTERISTICS	
%	Job Duties in Order of Importance	Knowledge, Skills & Abilities
40	Acts as project manager for Ohio Administrative Knowledge System (i.e., OAKS running on PeopleSoft applications) by leading design & issue resolution to align, illustrate, and communicate OAKS business processes and value chains in terms of people, processes, information, and technical capabilities. Works with agency business domain experts to capture current state business processes, as well as applying agency strategic goals and objectives in determining & documenting future state process through the creation and maintenance of current and future business roadmaps. Acts as a key liaison between OAKS and the agencies to understand both business operational and development needs, to assist with the oversight and prioritization of OAKS related projects, ensuring proper alignment between OAKS initiatives and agency business strategies. Organizes, directs and manages activities for the OAKS Business Architecture view which includes integrated views of business architecture, information architecture and application/infrastructure architecture. Provides technology leadership and support to OAKS senior leadership. Designs, facilitates, collaborates, documents, and aligns key stakeholders to ensure architecture meets the needs of the business. Creates and produces complex architecture designs to meet user requirements. Researches future industry trends. The incumbent must also ensure their job responsibilities are performed in a manner consistent with OIT and technology risk management standards.	Knowledge of (1) enterprise architecture and design; (2) public relations and customer service techniques; (3) strategic planning; (4) use of personal computer and associated hardware/software. Skills in (5) identifying barriers to progress and propose solutions; (6) analyzing multiple proposed initiatives or solutions simultaneously; (7) meeting established schedules and deadlines in an organized manner; (8) interfacing with all personnel and relate system capabilities to business issues; (9) engaging on a matrix-basis and provide thoughtful leadership and influence in a team environment; (10) translating technical information into easily understood information. Ability to (11) represent the business needs and interests within IT operational and development meetings; (12) maintain a detailed knowledge of the key business processes and systems employed by the business; (13) maintain an up to date, detailed understanding of both Business and IT strategy; (14) assist with the prioritization of projects managing business demand; (15) maintain a detailed understanding of IT both operational performance and progress of ongoing development, playing a leading role in problem resolution; (16) assist with the operational and vendor relationship management of third party suppliers; (17) assist the business to form process and systems solutions are appropriate and adequate to satisfy both tactical and strategic business needs *Developed after employment.
List Position Numbers & Job Titles of Positions Directly Supervised:		SIGNATURE OF AGENCY REPRESENTATIVE 
		DATE 2-6-12

