

POSITION DESCRIPTION		AGENCY/DEPT ID DAS500000
DIVISION OR INSTITUTION OFFICE OF INFORMATION TECHNOLOGY	UNIT OR OFFICE OAKS Project Office	COUNTY OF EMPLOYMENT Franklin

POSITION NUMBER 20075338 JOB CODE TITLE Business Transformation Program Manager JOB CODE ADM 8-15-15-13 63335	<input type="checkbox"/> Reclassification <input type="checkbox"/> New Position <input checked="" type="checkbox"/> Update		Position Hyperlinked to <input type="checkbox"/>	
	USUAL WORKING TITLE OF POSITION Solution Delivery 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 type="checkbox"/> Classified <input checked="" type="checkbox"/> Unclassified <input type="checkbox"/> Essential	Overtime: <input type="checkbox"/> Eligible <input checked="" type="checkbox"/> Exempt If FLSA Exempt, exemption type: ADMIN	Bargaining Unit 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	<p>On behalf of the Ohio Department of Administrative Services (DAS), Office of Information Technology (OIT), Ohio Administrative Knowledge System(OAKS) responsible for developing and implementing state policy & procedures regarding business solutions; will also lead delivery of business solutions, including business transformation, process improvement, organizational change management and technical implementation. Administers all phases of assigned business transformation project(s) & manages team members responsible to develop & implement state policy & procedures regarding incorporation of accounting, supply chain, payroll & human capital management requirements statewide, assigns work to other state employee members of organization & project team, leads design & issue resolution sessions to validate state's requirements for improved business processes & leveraging functionality contained in package software, analyzes & defines requirements & business rules to facilitate state-wide process design & integration, identifies potential business process improvements, provides input to team lead on configuration issues, maps & validates data, interprets state-wide related reports, creates, manages & oversees overall project test plans, creates, validates & executes test scenarios for wide variety of complex technical changes related to business component improvement, participates in design & development of report & screen layouts, reviews & comments on user documentation & acts for & on behalf of director as related to assigned projects; & if assigned, supervises assigned staff. Directs activities of project analysis or programming & systems analysis across units, sections &/or projects; manages system design & development of multiple control standards, productivity tool analysis, or systems design & development of multiple project tracking & monitoring programs; uses project management methodologies/tools programs to effectively manage project and operational resources in support of OAKS activities; develops & implements policies & establishes systems methodology or systems/programming standards & productivity tool standards.</p>	<p>Knowledge of (1) supervisory principles/techniques; (2) computer science, or business or public administration ; (3) project/program management; (4) employee training and development; (5) organizational change management; (6) government structure and process; (7) effective communication techniques; (8) PeopleSoft software; (9) computer systems analysis, (10) design.</p> <p>Skill in (11) operation of personal computer and Microsoft office suite software.</p> <p>Ability to (12) communicate verbally & in writing on technical & non-technical matters; (13) define problems, collect data, establish facts and draw valid conclusions; (14) deal with many variables and determine specific action; (15) proofread technical materials, recognize errors and make corrections; (16) develop complex reports and position papers; (17) gather, collate and classify information; (18) handle sensitive inquiries from and contacts with officials and the general public.</p>		
30	<p>Provides technical assistance &/or directions to business owners & project staff; coordinates & directs activities between business owners, operations & project staff to ensure timely & proper completion of project phases; provides guidance to staff in order to facilitate completion of</p>			
List Position Numbers & Job Titles of Positions Directly Supervised:		SIGNATURE OF AGENCY REPRESENTATIVE	DATE	
			7/20/15	

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POSITION NUMBER 20075338	<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		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 type="checkbox"/> Classified <input checked="" type="checkbox"/> Unclassified <input type="checkbox"/> Essential	Overtime: <input type="checkbox"/> Eligible <input checked="" type="checkbox"/> Exempt If FLSA Exempt, exemption type: ADMIN	Bargaining Unit 22 PR 45 Page 2 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		
	project; troubleshoots problems with business owners & staff in order to overcome obstacles; develops & presents briefings depicting process change advantages, anticipated savings & general management considerations; implements reporting tools to monitor performance of new business processes & provides detailed reports to senior leadership; meets with agency personnel of all levels to implement process improvements.	Knowledge of: 1 – 10 Skill in: 11 Ability to: 12-18		
10	Evaluates training needs associated with business transformation project implementation; participates in development of training plans; assists in training coordination; conducts training as needed.	Knowledge of: 1 – 10 Skill in: 11 Ability to: 12-18		
10	Establishes & maintains effective working relationship with OAKS service owners; provides technical advice to users regarding cost, feasibility &/or time for completion of enhancements / projects; resolves problems, coordinates activities with other departments or sections; attends management-level & other meetings & provides expert advice to higher-level management personnel; makes budget recommendations to satisfy resource needs; oversees efforts of OAKS managed services vendor or prospective project vendors.	Knowledge of: 1 – 10 Skill in: 11 Ability to: 12-18		
10	Establishes & maintains effective working relationship with OAKS operational resources; transitions validated solution designs to operations; provides escalation path for operational issues / problems which exceed appropriate aging thresholds; provides quality assurance for OAKS solutions.	Knowledge of: 1 – 10 Skill in: 11 Ability to: 12-18		
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		SIGNATURE OF AGENCY REPRESENTATIVE 	DATE 7/20/15	