

<b>POSITION DESCRIPTION</b>		AGENCY/DEPT ID DAS5000000
DIVISION OR INSTITUTION OFFICE OF INFORMATION TECHNOLOGY	UNIT OR OFFICE OAKS Project Office	COUNTY OF EMPLOYMENT Franklin

POSITION NUMBER 20075365	<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 Business Intelligence 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
NORMAL WORKING HOURS (Explain unusual or rotating shift): FROM: 8:00 a.m. TO: 5:00 p.m.			
<b>JOB DESCRIPTION AND WORKER CHARACTERISTICS</b>			
%	Job Duties in Order of Importance	Knowledge, Skills & Abilities	
50	Plans and coordinates development and operations activities of the business intelligence program; provides technical advice and direction to the business intelligence information systems team members in assigning priorities and workload; ensures enhancement and maintenance work is delivered on time; evaluates information system needs & researches most difficult or complex information system problems (e.g., overall information system efficiency; resource planning; coordination efforts between agency information system operations); evaluates hardware & software products &/or evaluates procedures for acquisition & billing; keeps promotional materials; coordinates special projects & studies for information systems managers & writes reports of findings.	<b>Knowledge of information systems including:</b> (1) Project/program management; (2) reporting and analytics within a commercial-off-the-shelf BI solution; (3) information systems analysis & design; (4) Enterprise Resource Planning (ERP); (5) business systems analysis, design, and implementation; (6) information systems acquisition procedures & fiscal controls; (7) budgeting and fiscal management, human resource management, and other core state business processes. <b>Skill in:</b> (8) use of personal computer; (9) Cognos; (10) PeopleSoft FSCM & HRMS; (11) reading comprehension; (12) speaking, (13) service orientation; (14) assuring quality; (15) identifying & specifying business requirements; (16) operation analysis; (17) time management; (18) interviewing; (19) presenting; (20) facilitating; (21) troubleshooting; (22) critical thinking; (23) complex problem solving; (24) developing & interpreting policy & strategies governing the planning and delivery of IT services; (25) judgment & decision making; (26) coordinating. <b>Ability to:</b> (27) define problems, collect data, establish facts & draw valid conclusions; (28) prepare meaningful, accurate & concise reports; (29) stay abreast of current technologies in area of IT assigned; (30) apply new developments to previously unsolvable problems; (31) create & manage project plans. (32) deal with many variables & determine specific action; (33) read & interpret extensive variety of technical information systems material; (34) communicate verbally or in writing on technical & non-technical matters; (35) translate business requirements to technical developers; (36) deliver concise, informed, and timely recommendations to leadership; (37) identify opportunities for improvement &/or integration with other systems.	
JOB CODE 64163	List Position Numbers & Job Titles of Positions Directly Supervised:		SIGNATURE OF AGENCY REPRESENTATIVE Deven Mehta
			DATE 5/14 04/25/14

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	NORMAL WORKING HOURS (Explain unusual or rotating shift): FROM: 8:00 a.m.    TO: 5:00 p.m.			
<b>JOB DESCRIPTION AND WORKER CHARACTERISTICS</b>				
JOB CODE TITLE Information Technology Consultant 3	%	Job Duties in Order of Importance	Knowledge, Skills & Abilities	
	20	Represents agency at meetings with other governmental or agency officials; assists other agencies in resolving information systems problems; represents agency at conferences & technical committees; develops and documents business requirements; serves as point of contact and subject matter expert for projects, enhancements, and initiatives.	<b>Knowledge of:</b> 1 – 7 <b>Skill in:</b> 8 – 26 <b>Ability to:</b> 27 – 37	
	30	Collaborates with other teams to ensure effective system integration; promotes enterprise business intelligence program and integrated architecture to business and technical partners; advises leadership on enterprise business intelligence and enterprise resource planning strategy.	<b>Knowledge of:</b> 1 – 7 <b>Skill in:</b> 8 – 26 <b>Ability to:</b> 27 – 37	
JOB CODE 64163	List Position Numbers & Job Titles of Positions Directly Supervised:		SIGNATURE OF AGENCY REPRESENTATIVE <i>Deven Mehta</i>	
			DATE 04/25/14 <i>5/1/14</i>	