

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

POSITION NUMBER 20075864	<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 DAS FIN Project Lead		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 1 of 2
	NORMAL WORKING HOURS (Explain unusual or rotating shift): FROM: 8:00 a.m. TO: 5:00 p.m. Occasional evening or weekend hours are required. (Report in location subject to change.)			

JOB DESCRIPTION AND WORKER CHARACTERISTICS

%	Job Duties in Order of Importance	Knowledge, Skills & Abilities
30	Serves as project lead for DAS FIN support, training & project center & manages all phases of project life cycle (i.e., initiation, planning, execution & closure): gathers & analyzes information from stakeholders, business owners, customers & management for implementation of information technology solutions; evaluates OAKS projects & production support as it relates to PeopleSoft & OAKS applications (e.g., e-Procurement, Asset Management, Capital Improvements); identifies, documents & analyzes business requirements; creates information technology process flows & flowcharts; analyzes, reviews & recommends possible solutions to identified business problems through implementation of technical solutions or process improvements; provides & assists with managing risks & changes related to business transformation projects & procedures; assists in developing project task plans, leading meetings & other related tasks to gather & coordinate activities for requirements gathering.	Knowledge of (1) public relations; (2) state of Ohio business, procurement, asset management & capital improvements processes & procedures*; (3) public administration; (4) program & project management methodology; (5) call center operations; (6) PeopleSoft Enterprise Applications; (7) vision, mission & goals of agency* Skill in (8) operation of personal computer & associated software (e.g., MS Word, MS XP Professional, Excel, MS Windows, PowerPoint, MS Outlook, MS Internet Explorer, MS Project, Visio, PeopleSoft, Captivate); (9) identifying & specifying business requirements. Ability to (10) maintain sensitive information; (11) collect, sort & prepare information in clear concise format; (12) work in groups or independently; (13) maintain accurate records; (14) prepare concise & accurate project plans & reports; (15) analyze data; (16) deal with a large number of variables & determine appropriate course of action; (17) develop & implement policies & procedures.

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JOB CODE TITLE
 Business Transformation Analyst
 JOB CODE
 63331

List Position Numbers & Job Titles of Positions Directly Supervised: Management Analyst 20074690 Management Analyst 20074691 Management Analyst 20075714 Management Analyst 20075715	SIGNATURE OF AGENCY REPRESENTATIVE 	DATE 8/26/09
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JOB DESCRIPTION AND WORKER CHARACTERISTICS				
%	Job Duties in Order of Importance		Knowledge, Skills & Abilities	
25	Serves as a liaison between various stakeholders, managing stakeholder expectations & ensuring successful communications between project team members: explains & facilitates implementation of new procedures & processes; develops & presents briefings depicting business transformation advantages; provides written & verbal updates to business owners, end-users & other customers of OAKS modules (e.g., Procurement, Asset Management, Capital Improvements); & manages projects with OAKS Service Assurance, Ohio Shared Services & OIT (i.e. help desk coordination, agency business transformation, training delivery methodology, release management & enhancement requests).		Knowledge of: 1, 2*, 3, 4, 5, 6, 7* Skill in 8, 9 Ability to 10, 11, 12, 13, 14, 15, 17	
25	Manages training, support & project components of OAKS Financials applications by developing & implementing state configuration, policy & procedures regarding statewide OAKS Financials program & customer support: analyzes & defines requirements & business rules to facilitate training design & integration; identifies potential training & process improvements; creates, writes, edits & designs written training materials (e.g., OAKS Financials Learner Guides); monitors & analyzes help desk cases.		Knowledge of: 1, 2*, 3, 4, 5, 6, 7*, (18) instructional design. Skill in 8, 9 Ability to 10, 11, 12, 13, 14, 15, 17	
10	Acts on behalf of the DAS FIN manager in his/her absence (e.g., attends meetings & relays decisions, policies & procedures): assists in the management of the DAS FIN center; manages staff (e.g., delegates assignments, provides input on evaluations & approves leave requests).		Knowledge of: 1, 2*, 3, 4, 5, 6, 7*, (19) supervisory principles & practices. Skill in 8, 9 Ability to 10, 11, 12, 13, 14, 15, 17	
10	Evaluates DAS FIN needs associated with business transformation project implementations: manages projects for DAS FIN internal needs (i.e. staff training, new process changes, help desk transitions); identifies & tracks staff tasks (i.e. start/finish dates, work status & duration); identifies predecessors, dependencies, resources & task owners; establishes & tracks timelines; & completes other duties as assigned.		Knowledge of: 1, 2*, 3, 4, 5, 6, 7*, 19 Skill in 8, 9 Ability to 10, 11, 12, 13, 14, 15, 17	
List Position Numbers & Job Titles of Positions Directly Supervised:		SIGNATURE OF AGENCY REPRESENTATIVE	DATE	
Management Analyst 20074690 Management Analyst 20074691 Management Analyst 20075714 Management Analyst 20075715		<i>Jeffrey Westhonen/uc</i>	8/26/09	

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Business Transformation Analyst
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