

POSITION DESCRIPTION

AGENCY/DEPT ID
DAS105270

DIVISION OR INSTITUTION
General Services Division

UNIT OR OFFICE
Business Operations

COUNTY OF EMPLOYMENT
Franklin

POSITION NUMBER
20075865

Reclassification New Position Update Position Hyperlinked to Agency Organizational Tree

USUAL WORKING TITLE OF POSITION: OAKS CI Technical Lead POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR: 20005523 Management Analyst Supervisor 2

Permanent Classified Overtime: Eligible Exempt Bargaining Unit 22
 Temporary Unclassified
 Intermittent Essential If FLSA Exempt, exemption type: Administrative Page 1 of 2

NORMAL WORKING HOURS (Explain unusual or rotating shift):
FROM: 8:00 am TO: 5:00 pm & subject to overtime/callback 24X7 Report in location subject to change

JOB DESCRIPTION AND WORKER CHARACTERISTICS

%	Job Duties in Order of Importance	Knowledge, Skills & Abilities
25	Manages technical components of Ohio Administrative Knowledge System (OAKS) Capital Improvements (CI) Module: develops & implements state configuration policies & procedures regarding incorporation of statewide enterprise back office procedures relating to contract requirements impacting inter-agency policies; analyzes & defines requirements & business rules to facilitate design & integration; identifies potential business process improvements; provides technical input to team leads on configuration issues; maps & validates data; analyzes & interprets business process related reports; creates test plans; creates, validates & executes test scenarios for wide variety of complex technical changes related to business component improvements; participates in design & development of report & screen layouts & reviews & comments on user documentation; ensures policies, procedures, directives & objectives of process improvement projects are in line with mission & goals of OAKS, Department of Administrative Services (DAS), Office of Budget & Management (OBM), or federal & state legislation; consults with customer staff to analyze technical business issues & work toward solutions to business problems; assists central offices &/or business owners & operations staff during all phases of business transformation projects.	Knowledge of (1) ERP web-based applications; (2) Skire Unifier software*; (3) business administration; (4) SQL, Cognos or other reporting software; (5) integration of other modules (e.g., contracts, projects, requisitions); (6) ERP error resolution processes; (7) State of Ohio capital improvement processes*; (8) business process delivery; (9) organizational reengineering. Skill in (10) operation of personal computer & associated hardware & software; (11) configuring CI module*; (12) computer system administration. Ability to (13) deal with many variables & determine specific course of action; (14) use proper research methods in gathering data; (15) define problems, collect data, establish facts & draw valid conclusions; (16) draft &/or edit administrative policies, procedures, informational booklets & directives.
45	Assists in management of OAKS CI Module: researches & analyzes existing operations, systems & procedures to determine necessary improvements; provides input on feasibility & impacts of application change requests; monitors CI system ensuring transactions are approved; monitors batch processes; identifies & resolves problems; ensures system is functioning in compliance with state rules & regulations; responds to inquiries requiring knowledge of system processes; provides support to agencies & vendors by researching & fixing issues with module elements; analyzes patches & bundles to determine impact to customizations; creates & tests System Investigation Reports (SIRs) issues utilizing Information Technology Governance application; creates & maintains personal learning plans (PLPs); identifies targeted employees to transfer knowledge & provides training; responds to module issues 24 hrs/day, 7 days/week which may require overtime &/or call back; may be required to carry cell phone or wear pager or other required electronic device.	Knowledge of 1, 2*, 3, 4, 5, 6, 7*, 8, 9 Skill in 10, 11, 12 Ability to 13, 14, 15, (17) respond to system issues 24X7; (18) carry cell phone or wear pager.

*developed after employment

JOB CODE TITLE
Business Transformation Analyst

JOB CODE
63331

List Position Numbers & Job Titles of Positions Directly Supervised:

SIGNATURE OF AGENCY REPRESENTATIVE

DATE

Jeffrey Westhonen 1/5/10

apl 1-6-10cl

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

POSITION NUMBER 20075865	<input checked="" 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 OAKS CI Technical Lead		POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR 20005523 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 checked="" type="checkbox"/> Essential	Overtime: <input type="checkbox"/> Eligible <input checked="" type="checkbox"/> Exempt If FLSA Exempt, exemption type:	Bargaining Unit 22 Page 2 of 2
	NORMAL WORKING HOURS (Explain unusual or rotating shift): FROM: 8:00 am TO: 5:00 pm & subject to overtime/callback 24X7 Report in location subject to change			
JOB DESCRIPTION AND WORKER CHARACTERISTICS				
%	Job Duties in Order of Importance	Knowledge, Skills & Abilities		
15	Researches & resolves assigned Help Desk cases in Case Relationship Management system or related applications; researches data issues in CI; reports cases to system vendor when software is not functioning properly; writes & executes test conditions & scripts to ensure system is functioning properly when new functionality, patches or bundles are loaded into system.	Knowledge of 1, 2*, 3, 4, 5, 6, 7*, 8, 9 Skill in 10, 11, 12 Ability to 13, 14, 15, 16, 17.		
10	Assists with development of functional requirements & provides expertise to State Architect's Office, OAKS Managed Services & OBM Shared Services for enhancements to software; writes general designs for software enhancements & future releases; knowledge of touch points between CI & other OAKS modules, (e.g., General Ledger, Accounts Payable, Accounts Receivable, Budget & Planning, & EPM).	Knowledge of 1, 2*, 3, 4, 5, 6, 7*, 8, 9 Skill in 10, 11, 12 Ability to 13, 14, 15, 16, 17.		
5	Acts on behalf of OAKS CI Project Manager or CI Module Lead in his/her absence (e.g., attends meetings & relays decisions, policies & procedures); evaluates OAKS production support; completes other duties as assigned (e.g., special projects, research, reports).	Knowledge of 1, 2*, 4, 5 Skill in 10, 11, 12 Ability to 13, 14, 15, 16, 17.		
This position is overtime exempt		*developed after employment		
JOB CODE TITLE Business Transformation Analyst JOB CODE 63331	List Position Numbers & Job Titles of Positions Directly Supervised:	SIGNATURE OF AGENCY REPRESENTATIVE <i>Jeffrey Westhonenka</i>	DATE 1/5/10	

apd 1-6-10 al