

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

POSITION NUMBER 20076505	<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 OAKS eBid Module Lead		POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR 20073295 Project Manager 1	
	<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: 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. & subject to overtime/call back 24X7. Report-in location subject to change.			
JOB DESCRIPTION AND WORKER CHARACTERISTICS				
	%	Job Duties in Order of Importance	Knowledge, Skills & Abilities	
	25	Oversees & leads components of work assigned for Ohio Administrative Knowledge System (i.e., OAKS running on PeopleSoft application) Financial Strategic Sourcing (eBid) Module business process improvement projects: determines work breakdown structure & assignments; ensures project milestones are met; manages procurement application; develops & implements state configuration policies & procedures regarding incorporation of statewide enterprise back office procedures such as accounting, payroll, training, budget, & financial requirements impacting inter-agency policy; ensures policies, procedures, directives & objectives of process improvement projects are in line with mission & goals of OAKS, Office of Budget and Management (OBM), Department of Administrative Services (DAS), or federal & state legislation; supervises module analysts when necessary (e.g., approves times & leave requests, conducts performance evaluations, monitors training & professional development; develops position descriptions); develops position descriptions; provides technical assistance & develops action plans to ensure compliance with training & evaluation policies).	Knowledge of (1) business process delivery ; (2) federal &/or state laws, rules, regulations & best practice scenarios for business process; (3) project management/reengineering; (4) PeopleSoft web-based enterprise financial application; (5) state procurement programs & processes*; (6) integration of other modules with procurement module; (7) agency policies & procedures*; (8) procurement/purchasing practices & principles; (9) supervision. Skill in (10) operation of personal computer & associated hardware/software (e.g., PeopleSoft; MS Office); (11) configuring procurement module. Ability to (12) define problems, collect data, establish facts & draw complex/technical conclusions; (13) professionally handle routine & sensitive contacts with government, business officials & general public; (14) work independently or collaboratively as part of team with diverse disciplines & backgrounds; (15) use proper research methods in gathering data; (16) analyze business requirements.	
	40	Manages OAKS Financial eBid Module: oversees development & execution of test conditions & scripts to ensure compliance with eBid configuration & updated software bundles; develops & implements policies & procedures for eBid module; ensures system operation is in accordance with State of Ohio procurement policies & procedures; manages development, maintenance & updates to system	Knowledge of 1, 2, 3, 4, 5*, 6, 7*, 8, 9 Skill in 10, 11 Ability to 12, 13, 14, 15, 16, (17) respond to system issues 24X7.	
			*developed after employment.	
JOB CODE 63332	List Position Numbers & Job Titles of Positions Directly Supervised:		SIGNATURE OF AGENCY REPRESENTATIVE <i>Jeffrey Washouen/ce</i>	
			DATE 3/12/12	

April 3-12-12

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Department of Administrative Services
DAS105270

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General Services Division

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Business Operations

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POSITION NUMBER
20076505

Reclassification New Position Update Position Hyperlinked to Agency Organizational Tree

USUAL WORKING TITLE OF POSITION: OAKS eBid Module Lead POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR: 20073295 Project Manager 1

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

NORMAL WORKING HOURS (Explain unusual or rotating shift):
FROM: 8:00 a.m. TO: 5:00 p.m. & subject to overtime/call back 24X7. Report-in location subject to change.

JOB DESCRIPTION AND WORKER CHARACTERISTICS

%	Job Duties in Order of Importance	Knowledge, Skills & Abilities
	configuration (e.g., contracts, items, requisitions, release & permits, controlling board); researches, identifies, & solves transaction issues identified by agencies; creates & issues Objection Migration Requests (OMRs) & System Investigation Reports (SIRS) to resolve software defects or requests for enhancements; plans & implements data cleanup strategies for eBid; develops, validates & maintains procurement reports & queries; responds to system issues 24 hours/day, 7 days/week which may require carrying a cell phone or wearing a pager; creates & maintains Personal Learning Plan (PLP); identifies targeted state employees to transfer knowledge & provides training.	
25	Develops function requirements & provides procurement expertise to development & technical teams for enhancements to software: writes general design for software enhancements & future releases; coordinates change & enhancements with other OAKS modules (e.g., accounts receivable/payable, billing, human capital management, capital projects, asset management, enterprise performance management); uses PS Query &/or ISQL tools to solve system issues.	Knowledge of 1, 2, 3, 4, 5*, 6, 7*, 8, 9 Skill in 10, 11, (18) use of PS Query &/or ISQL Ability to 12, 13, 14, 15, 16, 17
10	Performs other related duties as assigned: attends meetings; serves as OAKS liaison with state & private agencies; researches cases in Case Relationship Management application.	Knowledge of 4, 8, (19) employee training & development. Skill in 10 Ability to 12, 13, 14, 15, 16

*developed after employment

JOB CODE TITLE
Senior Business Transformation Analyst

JOB CODE
63332

List Position Numbers & Job Titles of Positions Directly Supervised:

SIGNATURE OF AGENCY REPRESENTATIVE

DATE

Jeffrey Westhoven

3/12/12

April 3 12.12pm