

POSITION DESCRIPTION

OHIO DEPARTMENT OF ADMINISTRATIVE SERVICES

AGENCY
Department of Administrative Services

DIVISION OR INSTITUTION
Information Technology Service Delivery

UNIT OR OFFICE
Business Support Services

POSITION CONTROL NUMBER
40051.0

CLASS TITLE
Management Analyst Supervisor, 2

CLASS NUMBER
63216

State Agency County Agency New Position Change

County of Employment
Franklin

USUAL WORKING TITLE OF POSITION
Budget Manager

POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR
40050.0 Business Operations Manager 2

NORMAL WORKING HOURS (Explain unusual or rotating shift)
8:00 a.m. - 5:00 p.m.

Page 1 of 2

JOB DESCRIPTION AND WORKER CHARACTERISTICS

%	Job Duties in Order of Importance	Minimum Acceptable Characteristics
50	<p>Serves as IT Service Delivery (ITSD) Budget Manager: Plans and directs preparation of biennium, capital & corrective budgets, allocation of appropriation & budget monitoring activities for all ITSD under the direction of Business Operations Manager 2. Researches & analyzes expenditures to assist managers in preparing budgetary requirement projections. Performs technical financial analysis of division operation from fiscal effectiveness perspective. Manages budget preparations among Administrative Responsibility Centers (ADRC). Develops & implements policies & procedures to monitor and control budgets & expenditures (e.g., budget tracking system, expenditures by ADRC, overtime usage, temporary employee expenditures). Monitors and balances budgets utilizing internal Paperless Procurement System (PPS) and Central Accounting System (CAS). Identifies & analyzes potential budget problems & recommends solutions which may lead to reorganization & downsizing. Participates in confidential discussions with senior staff; works with senior management staff to enact programmatic changes relating to budget & expenditures. Provides instruction, assistance & direction to program budget liaisons; prepares, documents & justifies fund transfer requests.</p>	<p>Knowledge of (1) forecasting future operational activities & converting projections into monetary terms to plan & monitor expenditures within specified fiscal authority; (2) maintaining systematic records of financial transactions; (3) workforce planning involving analysis of present staffing requirements & determining projected staffing patterns to best utilize available human resources; (4) agency regulations & division work rules*; (5) state government organization & operation*. Skill in (6) operation of personal computer to create, edit/revise, store & purge documents using office systems software (e.g., Excel, Word, Visio). Ability to (7) understand accounting principles; (8) define problems, collect data, establish facts & draw valid conclusions; (9) deal with many variables & determine specific action; (10) calculate fractions, decimals & percentages/use algebra; (11) prepare meaningful, concise, & accurate reports; (12) use proper methods in gathering data; (13) code items from one symbolic form to another; (14) check pairs of items that are similar or dissimilar; (15) cooperate with co-workers; (16) originate business letters.</p> <p>*developed after employment</p>

List Position Numbers and Class Titles of Positions Directly Supervised:

SIGNATURE OF AGENCY REPRESENTATIVE

DATE

George L. ...

7.30.03

Apd 8-11-03 CB

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30	Manages Funded Table of Organization (FTO) for the division. Performs budget review on all Personnel Actions for the division. Oversees payroll corrections, prepares journal & adjusts entries for expenditure coding errors.	Knowledge of 2, 3 Skill in 6 Ability to 8, 10, 11, 12, 13, 14
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20	Prepares written analyses, recommendations & reports (e.g., Director's budget report, monthly managers' report, revenue report).	Knowledge of 1, 4*, 5* Skill in 6 Ability to 8, 11, 16
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*developed after employment

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CLASS NUMBER
63216

App. 8-11-03 CPB

List Position Numbers and Class Titles of Positions Directly Supervised:

SIGNATURE OF AGENCY REPRESENTATIVE

DATE

Gregory A. New

7.30.03