

<b>POSITION DESCRIPTION</b>		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 20074984	<input 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 Procurement Module Manager		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. & 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 all components of work assigned for Ohio Administrative Knowledge System (i.e., OAKS running on PeopleSoft application) Financial Team Procurement 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 other business transformation personnel (e.g., approves time & leave requests, conducts performance evaluations, monitors training & professional development; 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 Team, Procurement (PO) Module: oversees development & execution of test conditions & scripts to ensure compliance with PO configuration & updated software bundles; develops & implements policies & procedures for PO 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.

List Position Numbers & Job Titles of Positions Directly Supervised:	SIGNATURE OF AGENCY REPRESENTATIVE	DATE
	<i>Jeffrey Westhouser</i>	3/4/09

April 3-11-09al

JOB CODE TITLE  
Senior Business Transformation Analyst

JOB CODE  
63332

# 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  
20074984

Reclassification     New Position     Update    Position Hyperlinked to  Agency Organizational Tree

USUAL WORKING TITLE OF POSITION: Procurement Module Manager  
POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR: 20073295 Management Analyst Supervisor 2

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

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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 PO; develops, validates & maintains procurement reports & queries; supervises PO staff (e.g., approves times & leave requests, conducts performance evaluations, monitors training & professional development; develops position descriptions); provides technical assistance & develops action plans to ensure compliance with training & evaluation policies; 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 OALS 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 Westhonen/ka*

*3/4/09*

*afed 3-1-09 al*