

POSITION DESCRIPTION

OHIO DEPARTMENT OF ADMINISTRATIVE SERVICES

AGENCY
Office of Information Technology

DIVISION OR INSTITUTION
Service Delivery Division

UNIT OR OFFICE
Business Support Services

POSITION NUMBER
20006028 (41122.0)

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
20006027 (41120.0) Business Operations Manager 2

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

JOB DESCRIPTION AND WORKER CHARACTERISTICS

%	Job Duties in Order of Importance	Minimum Acceptable Characteristics
50	<p>Serves as Office of Information Technology, Service Delivery Division (SDD) Budget Manager: plans & directs preparation of biennium, capital & corrective budgets, allocation of appropriation & budget monitoring activities for all SDD 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 & control budgets & expenditures (e.g., budget tracking system, expenditures by ADRC, overtime usage, temporary employee expenditures); monitors & balances budgets utilizing internal Paperless Procurement System (PPS) & 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>

JOB CODE TITLE
Management Analyst Supervisor. 2

JOB CODE
63216

Upd 1-24-07CB

List Position Numbers and Class Titles of Positions Directly Supervised:

SIGNATURE OF AGENCY REPRESENTATIVE

DATE

Gregory L. Mowbray

1/19/07

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8:00 a.m. - 5:00 p.m.

JOB DESCRIPTION AND WORKER CHARACTERISTICS

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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
15	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
5	Performs various administrative duties (e.g., chairs or attends meetings regarding SDD budget issues; disseminates information concerning biennium, capital & corrective budgets & FTO).	Knowledge of 2, 3 Skill in 6 Ability to 8, 10, 11, 12, 13, 14

*developed after employment

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Management Analyst Supervisor 2

JOB CODE
63216

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SIGNATURE OF AGENCY REPRESENTATIVE

DATE

Gregory R. Mounts

1/19/07

App 1-24-07 CB