

# POSITION DESCRIPTION

AGENCY/DEPT ID  
DAS505140

DIVISION OR INSTITUTION  
Office of Information Technology

UNIT OR OFFICE  
Business Office

COUNTY OF EMPLOYMENT  
Franklin

POSITION NUMBER  
20006594

☒ Reclassification

☐ New Position

☐ Update

Position Hyperlinked to ☐  
Agency Organizational Tree

USUAL WORKING TITLE OF POSITION  
Rate Manager

POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR  
SEE TABLE OF ORGANIZATION

☒ Permanent  
☐ Temporary  
☐ Intermittent

☒ Classified  
☐ Unclassified  
☐ Essential

Overtime: ☒ Eligible ☐ Exempt

If FLSA Exempt, exemption type:

Bargaining Unit 22  
PR 15  
Page 1 of 2

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

## JOB DESCRIPTION AND WORKER CHARACTERISTICS

%	Job Duties in Order of Importance	Knowledge, Skills & Abilities
45	Under the direction of the Office of Information Technology (OIT) Business Office Rates and Billing Manager for the Department of Administrative Services (DAS) will be responsible for managing the OIT rate development and related operational processes/projects. Assures responsive, accurate and timely development of annual rates; plans & supports all DAS/OIT cost recovery requirements including revenue maximization and cost accounting procedures in accordance with 2 CFR Part 225 (OMB Circular A87). Manages the development and implementation of various rate modeling scenarios for management review; prepares corresponding analysis and feasibility studies, analyzes financial and programmatic impact on various proposals; prepares service level revenue forecasts; coordinates with OIT Service Manager, OIT Budget Management and DAS Finance on service level allotment requirements and/or restrictions. Manages the development and implementation of communication procedures to inform and advise rate stakeholders on rate changes including changes to cost, methodology, and volume estimates; conducts ongoing rate communication information sessions; advises management on stakeholders concerns and related issues; establishes cost models for new services; supervises lower level staff (e.g., delegates & monitors work assignments, approves timesheets & leave requests, administers discipline, evaluates performances, etc.).	<p><b>Knowledge of</b> (1) rate development; (2) OMB Circular A87; (3) project management lifecycle methodologies; (4) technical writing and documentation practices; (5) requirement analysis principle and methods; (10) supervision; (6) agency, Federal, state &amp; departmental policies &amp; procedures*; (7) business administration; (8) accounting practices &amp; principles; (9) work force planning.</p> <p><b>Skill in</b> (10) use of a personal computer &amp; related software (e.g., word processing, spreadsheets, databases).</p> <p><b>Ability to</b> (11) define problems, collect data, establish facts, draw valid conclusions &amp; initiate solutions; (12) understand non-verbal symbols in formulas, equations or graphs; (13) prepare meaningful, accurate and concise reports; (14) calculate fractions, decimals &amp; percentages; (15) use statistical analysis (16) identifying and specifying business requirements; (17) operation analysis; (18) time management; (19) facilitating meetings; (16) troubleshooting; (20) critical thinking; (21) complex problem solving; (22) manage multiple demands or tasks on projects.</p> <p>*developed after employment</p>

JOB CODE TITLE  
Project Manager 1

JOB CODE 63381  
Apr 9-13-13

List Position Numbers & Job Titles of Positions Directly Supervised:


SIGNATURE OF AGENCY REPRESENTATIVE

DATE

*AK Barbit*

9/9/13

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DIVISION OR INSTITUTION Office of Information Technology	UNIT OR OFFICE Business Office	COUNTY OF EMPLOYMENT Franklin

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