

POSITION DESCRIPTION
FRANKLIN COUNTY CHILDREN SERVICES

An Equal Opportunity Employer

JOB CLASSIFICATION: <i>Management Analyst 2</i>	DIVISION: <i>Policy & Performance Improvement</i>	DEPARTMENT: <i>Performance Improvement</i>	
WORKING TITLE: <i>SACWIS Specialist</i>	PCN & CLASSIFICATION OF SUPERVISOR: <i>731300 Data Systems Manager 1</i>		JOB STATUS: <i>Full-time</i>
CLASSIFICATION NO.: <i>63212</i>	PCN: 731301 PAY RANGE: 26		REVISION DATE: <i>6/19</i>
EQUIPMENT USED: <i>telephone calculator printer computer automobile</i>			
MINIMUM QUALIFICATIONS/EDUCATION /TRAINING REQUIRED: <i>Six mos. exp. as Management Analyst 1 or completion of undergraduate major program core course work in business administration, management science or public administration and 6 mos. exp. in research & analysis and written documentation of findings or 3 yrs. exp. in research & analysis and written documentation of findings.</i> PREFERRED: <i>Thorough knowledge of Ohio SACWIS system; broad understanding of child welfare; excellent written, oral, and assertive communications; excellent investigation and problem solving skills and able to track system problems to their root cause; experience managing issues to closure; experience testing software; experience gathering business requirements; experience facilitating meetings; excellent customer service skills; ability to analyze data for patterns and anomalies; mid-level proficiency in Excel; mid-level proficiency in Oracle SQL; good judgment in ambiguous situations; self-motivated and able to work independently as well as lead and direct collaborative efforts.</i>			
PURPOSE: <p>The employee will promote child welfare through the effective use of the Ohio SACWIS system by FCCS staff and its business partners. Specifically, the employee will provide expertise and leadership regarding SACWIS functionality and its effective use to support FCCS business needs. They will identify opportunities to improve the use of SACWIS to support business activities, and then help implement solutions. They will serve as a liaison between FCCS and the SACWIS service team at ODJFS, and will coordinate our engagements with them. They will also provide SACWIS administration and support. They will ensure that issues are logged and reported to the ODJFS SACWIS Support team, and may also research and manage them to resolution. They will also assist with the selection, design, and implementation of SACWIS features in collaboration with ODJFS and other county PCSAs. The employee will provide high quality services to all customers; service teams, FCCS support staff, community partners, and children and families served by FCCS The employee is committed to practicing cultural competence by: working respectfully and effectively with people of all cultures, classes, races, genders, ethnic backgrounds, religions, sexual orientations, mental and physical abilities, ages and appearances in a manner that recognizes, affirms and values the worth of individuals, families and communities and protects and preserves the dignity of each. The employee will adhere to the agency's Guiding Principles by serving as a child welfare professional, valuing every child, honoring families, and valuing partnerships.</p>			

JOB DUTIES:

- 40% *Provides expertise and leadership regarding SACWIS functionality and its effective use to support FCCS business needs; analyzes SACWIS data and system usage; identifies opportunities to improve the use of SACWIS to support business activities, and then helps implement solutions; helps identify SACWIS-related training needs and participates in developing solutions; performs quality assurance of SACWIS data and related documentation, and assists with data entry and/or correction as needed..*
- 25% *Administers SACWIS security for FCCS; configures SACWIS as needed by FCCS; performs or delegates to others the SACWIS administrative functions (ex. setting up employees, building the agency unit structure, restricting cases, administrative case closure, merging data, disposing ticklers, etc.).*
- 20% *Participates in the selection, design, and implementation of SACWIS features, in collaboration with ODJFS and other county PCSAs; coordinates FCCS participation in ODJFS SACWIS planning and testing activities; serves as a liaison between FCCS and the SACWIS service team at ODJFS.*
- 10% *Records issues and maintains an issue tracking system for SACWIS-related issues; assists staff with SACWIS problems and submits service tickets to the state SACWIS Service Desk, and pursues their timely resolution.*
- 5% *Performs other related duties as assigned.*

List no. of positions and Class Titles of positions supervised

N/A

Signature of Agency Representative

Date