

POSITION DESCRIPTION

OHIO DEPARTMENT OF ADMINISTRATIVE SERVICES

AGENCY
Department of Administrative Services

DIVISION OR INSTITUTION
General Services Division

UNIT OR OFFICE
Properties & Facilities

POSITION CONTROL NUMBER
17002.0

CLASS TITLE
Management Analyst Supervisor 1

CLASS NUMBER
63215

apd 5-24-04 cl

State Agency County Agency New Position Change

County of Employment
Franklin

USUAL WORKING TITLE OF POSITION: Budget/Fiscal Administrative Personnel Officer
 POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR: 16000.0 Deputy Director

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
45	Serves as Budget/Fiscal Manager for Properties & Facilities Office that consists of four sections (Real Estate Services, State & Federal Surplus, Facilities Management Services, and Safety & Security Services) with a total employee headcount of approximately 160 full-time employees: analyzes & develops prudent fiscal policies, coordinates multiple fiscal activities, & monitors all aspects of business operations such as SWCAP, GAAP, IACP, MBE, purchasing (e.g., EDI credit card, or direct) of goods & services, rate determination (e.g., building and skilled trades rates), contract compliance, customer billings, accounts payable, and cost accounting structure; personally responsible for preparing & monitoring Properties & Facilities biennial capital (FY01-02 = \$8.7 M) and coordinating operating (FY02 = \$17.9M) budgets with business office budget analyst; oversees and coordinates all purchasing activities for Properties & Facilities; initiates, prepares & monitors Properties & Facilities Controlling Board requests for other than Real Estate matters; approves expenditures on behalf of Properties & Facilities Administrator; serves as liaison to GSD Business Office on all fiscal matters; reports directly to and provides sound fiscal advice/guidance to Properties & Facilities Administrator.	Knowledge of (1) budgeting; (2) accounting practices & procedures; (3) management; (4) workforce planning; (5) supervision principles; (6) agency policies & procedures*. Skill in (7) operation of personal computer (e.g., MS Word, Excel). Ability to (8) carry out detailed but basic written or oral instructions; (9) deal with problems involving few variables in familiar context; (10) apply principles to solve practical everyday problems; (11) define problems, collect data, establish facts & draw valid conclusion; (12) calculate fractions, decimals & percentages; (13) prepare meaningful, concise & accurate reports; (14) cooperate with co-workers on group projects; (15) establish friendly atmosphere as supervisor of work unit.
25	Coordinates & monitors all personnel actions on behalf of the DAS Properties & Facilities Administrator: assists in developing & publishing Properties & Facilities goals, performance indexes, policies, procedures & guidelines; attends meetings on behalf of the Properties & Facilities Administrator; assists in the preparation of sensitive correspondence & policy; makes recommendations on allocation of staff; performs other administrative activities including initiating personnel actions, posting vacancies, updating job descriptions, staff development & training, monitoring payroll activities (e.g., Paperless Payroll & Kronos Timekeeping System) on behalf of Properties & Facilities Administrator.	Knowledge of 4, 6*; (16) employee training & development. Skill in 7; (17) operation of paperless payroll & Kronos timekeeping system. Ability to 8, 9, 10, 11, 13, 14 *developed after employment

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 OFFICE OF EMPLOYEE SVCS

List Position Numbers and Class Titles of Positions Directly Supervised:
 17004.0 Inv. Control Spec 1
 17008.0 Equip. Opr. 2
 17010.0 Purchasing Agent

SIGNATURE OF AGENCY REPRESENTATIVE
Richard M. Hickman

DATE
 05-17-04

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USUAL WORKING TITLE OF POSITION
Budget/Fiscal Administrative Personnel Officer

POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR
16000.0 Deputy Director 4

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

Page 2 of 2

JOB DESCRIPTION AND WORKER CHARACTERISTICS

%	Job Duties in Order of Importance	Minimum Acceptable Characteristics
15	Directly supervises the Inventory Control Specialist 2, Purchasing Agent & Heavy Equipment Operator in the Properties & Facilities storeroom: coordinates delivery of various goods & conducts the annual storeroom inventory; oversees the FAMS program for Properties & Facilities.	Knowledge of 3, 5; (18) inventory control. Skill in 7. Ability to 8, 9, 10, 11, 13, 14, 15.
15	Performs special projects & miscellaneous activities assigned by Properties & Facilities Administrator.	Ability to 13.

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List Position Numbers and Class Titles of Positions Directly Supervise

SIGNATURE OF AGENCY REPRESENTATIVE

DATE

Richard M. Hickman 05-17-04