

POSITION DESCRIPTION

OHIO DEPARTMENT OF ADMINISTRATIVE SERVICES

AGENCY
Department of Administrative Services

DIVISION OR INSTITUTION
Administrative Support

UNIT OR OFFICE
Office of Communications & External Relations

POSITION NUMBER
20005394

JOB CODE TITLE
Management Analyst Supervisor 1

JOB CODE
63215

State Agency County Agency New Position Change

County of Employment
Franklin

USUAL WORKING TITLE OF POSITION
Public Relations/Legislative Liaison Officer

POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR
20072119 Deputy Director 4

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

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JOB DESCRIPTION AND WORKER CHARACTERISTICS

%	Job Duties in Order of Importance	Minimum Acceptable Characteristics
60	<p>On behalf of the Director of Department of Administrative Services (DAS), serves as Public Relations/Legislative Liaison Officer: researches & responds to inquiries & furnishes information; explains programs to representatives, senators & legislative staff; independently responds to concerns & inquiries posed by constituents, state employees, general public & special interest groups; maintains constant contact with legislators & staff & continually monitors legislation with possible impact on DAS; represents DAS during capital & operating budget discussions; furnishes prompt, coordinated & consistent information on department's policies & operations in response to inquiries received from legislative offices/committees (e.g., Finance Committee); assists in development of/ & justification for key issues expected to be raised during budget hearings; represents department's position during presentations or negotiations with legislators; acts as advisor & consultant to DAS senior managers on legislative matters relating to House & Senate Finance Committee activity (e.g., monitors activity, reviews, analyzes & develops recommendations & proposals on budget issues; proposes & conducts special analysis of impact of budget changes), Controlling Board and MARCS.</p>	<p>Knowledge of (1) federal & state legislative processes; (2) federal, state & agency laws, rules & regulations relating to DAS*; (3) public relations concepts & practices; (4) public administration; (5) resources available to research inquiries*. Skill in (6) operation of personal computer, peripherals & associated software (e.g., word processing, spreadsheet, FileMaker-Pro*, Internet); (7) dealing with high-level government officials. Ability to (8) read & comprehend legal documents; (9) understand government funding processes; (10) analyze, write & edit legislation, position papers & other materials for publication; (11) prepare & deliver speeches before specialized audiences; (12) define problems, collect data, establish facts & draw valid conclusions.</p>
40	<p>Works closely with divisions to develop & coordinate agency projects: examines current operations & applicable procedures to ensure efficiency & improve service delivery; keeps current on legislative & Chapter 119 administrative rule & process changes; monitors introduction, status & final disposition of legislation introduced before state & federal legislatures that may affect agency operations (e.g., obtains roster & copies all legislation introduced; reviews for content to identify impacted divisions; apprises division Deputy Director of proposed language & obtains written or verbal impact statement; prepares written summary of proposed legislation, with pros & cons if implemented, for Director &/or Legal Counsel's review); works cooperatively with Legal Counsel & senior managers to identify statutes that need revision or legislation to be introduced; obtains legislative sponsors to introduce legislation on agency's behalf; prepares & presents testimony on behalf of DAS; represents Director on committees, task forces & at meetings.</p> <p>This position is in unclassified service per section 124.11(A)(9) of Ohio Revised Code, and overtime exempt.</p>	<p>Knowledge of 1, 2*, 3, 4, 5* Skill in 6*, 7 Ability to 8, 9, 10, 11, 12</p> <p>*developed after employment</p>

List Position Numbers and Titles of Positions Directly Supervised:

SIGNATURE OF AGENCY REPRESENTATIVE

DATE



2/24/08

APD 7-31-08