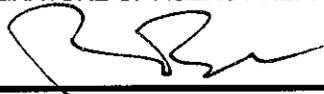


POSITION DESCRIPTION		AGENCY/DEPT ID Department of Administrative Services/ DAS101000		
DIVISION OR INSTITUTION Administrative Support Division		UNIT OR OFFICE Office of Director	COUNTY OF EMPLOYMENT Franklin	
POSITION NUMBER 20005395 JOB TITLE Project Manager 2 JOB CODE 63362 <i>april 5-14-14</i>	<input type="checkbox"/> Reclassification <input type="checkbox"/> New Position <input checked="" type="checkbox"/> Update		Position Hyperlinked to <input type="checkbox"/> Agency Organizational Tree	
	USUAL WORKING TITLE OF POSITION Strategy Manager		POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR SEE TABLE OF ORGANIZATION	
	<input checked="" type="checkbox"/> Permanent <input type="checkbox"/> Temporary <input type="checkbox"/> Intermittent	<input type="checkbox"/> Classified <input checked="" type="checkbox"/> Unclassified	Overtime: <input type="checkbox"/> Eligible <input checked="" type="checkbox"/> Exempt If FLSA Exempt, exemption type: Administrative	Bargaining Unit 22 PR 16 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	
65	<p>Develop project plans to effectively analyze and manage complex performance and process issues as assigned by the DAS Director. Specifically, plan, manage and lead complex multi-dimensional and multi-divisional projects (e.g., Closure and Transfer of the Ohio Building Authority Operations to DAS per Section 515.40, Am. Sub. H.B. 153 of the 129th General Assembly) to ensure divisional collaboration and project success. Manage and lead unique issues (e.g., Increasing State Agency Response to Deferred Compensation's Opt In/Opt Out program per ORC 148.04/Am.Sub. H.B. 1 of the 128th Ohio General Assembly) that are outside the scope of the divisions that must be centrally administered. Work directly with the agency director and agency deputy directors to develop, administer and complete phases of project management and responsibilities. Manage and maintain stakeholder relationships and work with DAS staff which could include a variety of divisional leadership, their respective internal & external customers. Responsible for identifying, managing and mitigating risks associated with projects and initiatives. Responsible for project plan development and maintenance. Responsible for researching and writing policy, as well as, directing, implementing and monitoring continuous improvement application processes; assists in researching, applying and implementing best practices within DAS and approaches for transforming the agency. Establishes implementation plans inclusive of action steps, responsible person(s) and timeframe(s) throughout the agency for building data-driven, statistically significant performance results. Formulates, drafts and delivers a variety of reports and presentations to advance the understanding of sponsors, stakeholders and impacted populations. Responsible for managing a variety of assigned project management/process improvement initiatives (i.e., Lean Ohio-based service offerings such as multi-disciplinary project management philosophies including Six Sigma/DMAIC and PMI/PMBOK, Kaizen events and Continuous Improvement Partnership [CIP] for divisions within the Department of Administrative Services (DAS). Create and maintain a centralized coordinated process for Green Belt and Black Belt projects. Identify viable projects along with cultivating, positioning and scoping these projects (for project launch readiness) for assignment to Green Belt and Black Belt candidates. Provide mentoring support and oversight to ensure project success.</p>	<p>Knowledge of (1) training & organizational development; (2) adult learning techniques & styles; (3) platform training skills; (4) curriculum design; (5) public & human relations; (6) program/project management; (7) agency policies & procedures*; (8) government structure & process*; (9) public relations.</p> <p>Skill in (10) managing training programs and making presentations; (11) operation of personal computer, peripherals & associated software (e.g., MS Word, Excel, PowerPoint).</p> <p>Ability to (12) formulate & work through project plans; (13) work well with agency liaisons; (14) define problems, collect data, establish facts, draw valid conclusions & initiate solutions; (15) obtain & maintain valid driver's license; (16) prepare & deliver presentations/speeches to diverse audiences.</p> <p style="text-align: right;">*developed after employment</p>		
List Position Numbers & Job Titles of Positions Directly Supervised:		SIGNATURE OF AGENCY REPRESENTATIVE 	DATE 5-1-14	

POSITION DESCRIPTION

AGENCY/DEPT ID
Department of Administrative Services/
DAS101000

DIVISION OR INSTITUTION
Administrative Support Division

UNIT OR OFFICE
Director's Office

COUNTY OF EMPLOYMENT
Franklin

Reclassification New Position Update Position Hyperlinked to Agency Organizational Tree

USUAL WORKING TITLE OF POSITION
Strategy Manager

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

Permanent
 Temporary
 Intermittent

Classified
 Unclassified

Overtime: Eligible Exempt
If FLSA Exempt, exemption type: Administrative

Bargaining Unit 22
PR 16
Page 2 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
35	<p>Acts as liaison between Director and Department of Administrative Services (DAS) management, state agency customers, citizens, vendors and tax payers of Ohio. Independently conducts research in order to formulate and implement office policies and procedures; facilitates and expedites Director's review process by proactively identifying, ascertaining and incorporating essential information to aid the Director in decision making (i.e., comprehensively reviews a wide array of department issues, analyzes recommendations; identifies and consults with appropriate management staff to assure thorough review and consideration of respective implications, impacts & benefits). Coordinates projects and teams to research, develop and implement emerging policy issues. Advises and works with agency staff to further define, develop & include essential components in reports, recommendations & correspondence necessary for Director's review/approval. Reviews, researches and edits documentation to facilitate Director's/Assistant Directors' approval processes (i.e., departmental documents, newsletters, brochures, policies, directives, press releases, contracts, leases, controlling board requests). Identifies office/departmental needs and creates or obtains necessary tools (e.g., procedures, databases) to enhance efficiency. Manages business functions of the Director's office (e.g., authorizes expenditures and purchases, training for staff); develops and implements Director's office operating policies; maintains database on agency senior team goals/objectives and departmental accomplishments; liaisons with staff of various boards on which the director serves to assure effective meetings. Attends meetings on behalf of Director and Assistant Director when requested; develops speeches/visual aids for keynote presentations; provides administrative support as required. Provides advice and direction on agency procedures to divisions and agency customers. Responds to inquiries from constituents, customers and employees. Analyzes, interprets and conveys complex, technical information both orally and through written correspondence.</p> <p>This position is in unclassified service per section 124.11(A)(9) of Ohio Revised Code.</p>	<p>Knowledge of 5, 6, 7*, 8, 9 Skill in 10, 11 Ability to 12, 13, 14, 15, 16</p> <p>*developed after employment</p>

POSITION NUMBER
20005395

JOB TITLE
Project Manager 2

JOB CODE
63382

agad 5-1-14

List Position Numbers & Job Titles of Positions Directly Supervised:

SIGNATURE OF AGENCY REPRESENTATIVE

DATE



5-1-14