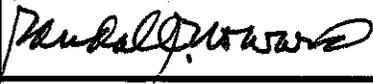
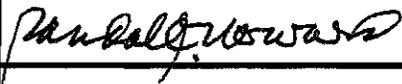


<b>POSITION DESCRIPTION</b>		AGENCY/DEPT ID DAS101100
DIVISION OR INSTITUTION Administrative Support	UNIT OR OFFICE Director's Office	COUNTY OF EMPLOYMENT Franklin

POSITION NUMBER 20005396           JOB CODE TITLE Program Administrator 2           JOB CODE 63123 APD 11-30-11 0es	<input checked="" type="checkbox"/> Reclassification <input type="checkbox"/> New Position <input type="checkbox"/> Update		Position Hyperlinked to <input type="checkbox"/> Agency Organizational Tree	
	USUAL WORKING TITLE OF POSITION Governor's Employee Recognition Program Coordinator		POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR 20005393 Assistant Director	
	<input checked="" type="checkbox"/> Permanent <input type="checkbox"/> Temporary <input type="checkbox"/> Intermittent	<input type="checkbox"/> Classified <input checked="" type="checkbox"/> Unclassified <input type="checkbox"/> Essential	Overtime: <input type="checkbox"/> Eligible <input checked="" type="checkbox"/> Exempt  If FLSA Exempt, exemption type: Administrative	Bargaining Unit 22 PR 12 Page 1 of 2
	NORMAL WORKING HOURS (Explain unusual or rotating shift): FROM: 7:00 a.m.                      TO: 4:00 p.m.			Report in location subject to change
	<b>JOB DESCRIPTION AND WORKER CHARACTERISTICS</b>			
	%	Job Duties in Order of Importance	Knowledge, Skills & Abilities	
	25	Responsible for managing the Governor's Statewide Employee Recognition Program (ORC 124.17 – Employee Awards System): formulates, implements & ensures compliance with Governor's Employee Recognition Program; develops policies to be utilized for state agencies with complying with the governor's initiative of employee recognition; develops & implements procedures related to employee recognition programs; oversees, coordinates & monitors statewide program to ensure compliance with governor's program; provides expertise & direction to state agencies on all program matters; ensures all documentation is within program guidelines; carries out decisions & directives.	Knowledge of (1) public relations/customer service; (2) office practices & procedures; (3) agency policies & procedures (e.g., work rules, work deadlines, directives);* (4) government structure & process;* (5) business administration, management or public administration. Skill in (6) operation of a personal computer & related software (e.g., MS Word, Excel, PowerPoint). Ability to (7) interpret a variety of instructions in written, oral, picture or schedule form; (8) define problems, collect data, establish facts, draw valid conclusions, & initiate solutions; (9) gather, collate & classify information about data, people or things; (10) write standard business correspondence, reports, memorandums & like documents (11) handle routine & sensitive telephone, written & face-to-face contacts with employees, general public, private & government officials.	
	45	Independently initiates a variety of difficult administrative actions to relieve the Assistant Director of the Department of Administrative Services (DAS): Acts as liaison between Assistant Director & DAS management, state government & private sector; receives & responds to correspondence involving requests for general or specific information; transmits directives; researches & creates correspondence for Assistant Director's signature; monitors status of projects, issues & initiatives; receives direction & takes appropriate action as warranted; reviews & edits documentation to facilitate Assistant Directors' approval processes (e.g., departmental documents, correspondence, reports, press releases, contracts, leases, controlling board requests); coordinates with departmental offices on special projects & events.	Knowledge of 1, 2, 3*, 4*, 6*, 7*, 8, 10 Skill in 11 Ability to 12, 13, 14, 15, 16  *developed after employment.	
	List Position Numbers & Job Titles of Positions Directly Supervised:		SIGNATURE OF AGENCY REPRESENTATIVE 	DATE 11-14-11

<b>POSITION DESCRIPTION</b>		AGENCY/DEPT ID DAS101100
DIVISION OR INSTITUTION Administrative Support	UNIT OR OFFICE Director's Office	COUNTY OF EMPLOYMENT Franklin

POSITION NUMBER 20005396          JOB CODE TITLE Program Administrator 2          JOB CODE 63123	<input checked="" type="checkbox"/> Reclassification <input type="checkbox"/> New Position <input type="checkbox"/> Update		Position Hyperlinked to <input type="checkbox"/> Agency Organizational Tree	
	USUAL WORKING TITLE OF POSITION Governor's Employee Recognition Program Coordinator		POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR 20005393 Assistant Director	
	<input checked="" type="checkbox"/> Permanent <input type="checkbox"/> Temporary <input type="checkbox"/> Intermittent	<input type="checkbox"/> Classified <input checked="" type="checkbox"/> Unclassified <input type="checkbox"/> Essential	Overtime: <input type="checkbox"/> Eligible <input checked="" type="checkbox"/> Exempt  If FLSA Exempt, exemption type: Administrative	Bargaining Unit 22 PR 12 Page 2 of 2
	NORMAL WORKING HOURS (Explain unusual or rotating shift): FROM: 7:00 a.m.      TO: 4:00 p.m.			Report in location subject to change
	<b>JOB DESCRIPTION AND WORKER CHARACTERISTICS</b>			
	%	Job Duties in Order of Importance	Knowledge, Skills & Abilities	
	20	Screens calls & schedules appointments; makes travel arrangements; prepares for meetings, prepares agendas & takes minutes: independently responds to inquiries from agency Deputy Directors, personnel from other state agencies, general public, legislators & staff on routine & non-routine topics (e.g., project details, department functions, agency policies & procedures); prepares written correspondence for Director & other staff members to respond to verbal inquiries received which will involve working with agency personnel to prepare an appropriate, accurate response as needed; communicates agency policies/directives, as set forth by the Director of Administrative Services, to management staff upon request; assists the Director & staff in various non-routine administrative responsibilities; independently makes decisions involving non-legal interpretation of directives to resolve specific problems; prepares reports & correspondence of most confidential nature (e.g., collective bargaining management strategies, proposed management strategies, proposed statewide policy positions).	Knowledge of 1, 2, 3*, 4*, 6*, 7*, 8, 10 Skill in 11 Ability to 12, 13, 14, 15, 16	
	15	Responsible for determining and implementing the procedures state agencies, boards, commission and local governments follow when proclamations are issued (e.g., death, tragedy, etc; Performs other related duties as assigned (e.g., orders office supplies when needed, prepares records retention schedules).	Knowledge of 1, 2, 3*, 4*, 6*, 7*, 8, 10 Skill in 11 Ability to 12, 13, 14, 15, 16  *developed after employment.	
	List Position Numbers & Job Titles of Positions Directly Supervised:		SIGNATURE OF AGENCY REPRESENTATIVE 	DATE 11-14-11