100-000R

# POSITION DESCRIPTION

AGENCY/DEPT ID
DAS101100

| DIVISION OR INSTITUTION | UNIT OR OFFICE | COUNTY OF EMPLOYMENT |
|---|---|---|
| Administrative Support | Director's Office | Franklin |

POSITION NUMBER 20005396

☒ Reclassification ☐ New Position ☐ Update

Position Hyperlinked to Agency Organizational Tree ☐

USUAL WORKING TITLE OF POSITION
Governor's Employee Recognition Program Coordinator

POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR
20005393 Assistant Director

☒ Permanent ☐ Temporary ☐ Intermittent

☐ Classified ☒ Unclassified ☐ Essential

Overtime: ☐ Eligible ☒ 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

JOB DESCRIPTION AND WORKER CHARACTERISTICS

| % | 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.<br>Skill in (6) operation of a personal computer & related software (e.g., MS Word, Excel, PowerPoint).<br>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<br>Skill in 11<br>Ability to 12, 13, 14, 15, 16<br><br>*developed after employment. |

JOB CODE TITLE Administrative Assistant 3

JOB CODE 63123

AD 5-19-11 VPS

List Position Numbers & Job Titles of Positions Directly Supervised:

SIGNATURE OF AGENCY REPRESENTATIVE: Randal J. Howard

DATE: 5·17·11

100-000R

# POSITION DESCRIPTION

AGENCY/DEPT ID
DAS101100

| DIVISION OR INSTITUTION | UNIT OR OFFICE | COUNTY OF EMPLOYMENT |
|---|---|---|
| Administrative Support | Director's Office | Franklin |

POSITION NUMBER 20005396

☒ Reclassification ☐ New Position ☐ Update

Position Hyperlinked to ☐ Agency Organizational Tree

USUAL WORKING TITLE OF POSITION
Governor's Employee Recognition Program Coordinator

POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR
20005393 Assistant Director

☒ Permanent
☐ Temporary
☐ Intermittent

☐ Classified
☒ Unclassified
☐ Essential

Overtime: ☐ Eligible ☒ 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

JOB CODE TITLE
Administrative Assistant 3

JOB CODE
63123

ARD 5-19-11 VB

## JOB DESCRIPTION AND WORKER CHARACTERISTICS

| % | 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<br>Skill in 11<br>Ability to 12, 13, 14, 15, 16 |
| 10 | 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<br>Skill in 11<br>Ability to 12, 13, 14, 15, 16<br><br>*developed after employment. |

| List Position Numbers & Job Titles of Positions Directly Supervised: | SIGNATURE OF AGENCY REPRESENTATIVE | DATE |
|---|---|---|
| | Michael J. Howard | 5.17.11 |