

POSITION DESCRIPTION		AGENCY/DEPT ID Department of Administrative Services/ DAS101100
DIVISION OR INSTITUTION Administrative Support	UNIT OR OFFICE Office of the Director	COUNTY OF EMPLOYMENT Franklin

POSITION NUMBER 20005396	<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 Governor's Employee Recognition Program Coordinator		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 <input checked="" 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								
JOB DESCRIPTION AND WORKER CHARACTERISTICS												
<table border="1" style="width: 100%;"> <thead> <tr> <th style="width: 5%;">%</th> <th style="width: 60%;">Job Duties in Order of Importance</th> <th style="width: 35%;">Knowledge, Skills & Abilities</th> </tr> </thead> <tbody> <tr> <td style="vertical-align: top;">25</td> <td style="vertical-align: top;">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.</td> <td style="vertical-align: top;"> 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. </td> </tr> <tr> <td style="vertical-align: top;">45</td> <td style="vertical-align: top;">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.</td> <td style="vertical-align: top;"> Knowledge of 1, 2, 3*, 4*, 5 Skill in 6 Ability to 7, 8, 9, 10, 11 *developed after employment </td> </tr> </tbody> </table>				%	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.	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List Position Numbers & Job Titles of Positions Directly Supervised:		SIGNATURE OF AGENCY REPRESENTATIVE 	DATE 3/12/14									

apol 3-12-14

