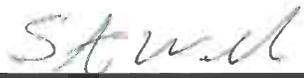


POSITION DESCRIPTION		AGENCY/DEPT ID DAS102520
DIVISION OR INSTITUTION ADMINISTRATIVE SUPPORT	UNIT OR OFFICE LEAN Ohio	COUNTY OF EMPLOYMENT Franklin

POSITION NUMBER 20005416	<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 Data Analytics/Visual Management Program 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 checked="" type="checkbox"/> Classified <input 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 14 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	
	45	Acts as Data Analytics/Visual Management Program Manager in the Office of LeanOhio with primary responsibility for coordinating and managing all data design and analysis related functions for the office. Work will involve formulating and implementing policy to standardize the creation, tracking and reporting of Lean Metrics for State Agencies, planning and managing complex data analytic and/or statistical models, developing visual management strategies (e.g. dashboards, standardized graphics and presentation materials), coordinating access to key Lean and Six Sigma data sources and tools, designing analytic data sets, and producing data summaries and reports to guide and inform strategic decision-making and drive actions to improve the quality and effectiveness of State services. Will also maintain contact and coordinate activities with key staff both within and external to the Department (e.g., Kaizen Team Leads and Sponsors.), and facilitate and provide support to Kaizen teams and other LeanOhio activities.	Knowledge of (1) program/project management; (2) agency & state policies & procedures relative to visual communications (e.g., written, verbal, visual)*; (3) public relations, government structure & process*; (4) marketing; (5) English composition & grammar; (6) (7) visual communications. Skill in (8) use of graphic design software (e.g., Adobe CS3, PageMaker, Freehand, Photoshop, Macromedia Dreamweaver, SharePoint*, Illustrator, InDesign); (9) use of hypertext markup language (i.e., HTML); (10) operation of personal computer (e.g., MS Word). Ability to (11) work well with agency liaisons; (12) obtain & maintain valid driver's license; (13) electronically design print materials; (14) deal with many variables & determine specific course of action; (15) gather, collate & classify information about data, people or things; (16) cooperate with co-workers on group projects.	
	35	Acts as an organizer of Lean events/special project meetings (includes follow-up meetings) in coordination with the lead facilitator(s), provides logistical support, data/information collection, graphical interpretation and display of data/information work products, written communication of summary reports (e.g., report-outs, fact sheets, articles, etc.) for the consistent set up and delivery of events.	Knowledge of 1, 2, 3, 4, 5, 6 Skill in 8, 9, 10 Ability to 11, 12, 13, 14, 15, 16 *developed after employment.	
	List Position Numbers & Job Titles of Positions Directly Supervised:		SIGNATURE OF AGENCY REPRESENTATIVE 	
			DATE 1/6/14	

apd 1-6-14 cl

POSITION DESCRIPTION		AGENCY/DEPT ID DAS102520
DIVISION OR INSTITUTION ADMINISTRATIVE SUPPORT	UNIT OR OFFICE LEAN Ohio	COUNTY OF EMPLOYMENT Franklin

POSITION NUMBER 20005416 JOB CODE TITLE Program Administrator 3 JOB CODE 63124 <i>April 1-6-14 al</i>	<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 Data Analytics/Visual Management Program 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 checked="" type="checkbox"/> Classified <input 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 14 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	
	10	Develops, designs and produces communication material for the marketing of Lean Ohio services (e.g. scorecards, dashboards); develops, designs and produces internal scoping documents/checklists, presentation overviews, training materials etc. for delivery to internal/external audiences;	Knowledge of 1, 2, 3, 4, 5, 6 Skill in 8, 9, 10 Ability to 11, 12, 13, 14, 15, 16	
	10	Assists with design, updates and support of the lean Ohio website; Lean Ohio training academy, Lean Ohio Recognition process; Local Lean Initiative, etc.; Assists in facilitating/moderating lean events and meetings in support of lead staff.	Knowledge of 1, 2, 3, 4, 5, 6 Skill in 8, 9, 10 Ability to 11, 12, 13, 14, 15, 16	
			*developed after employment.	
	List Position Numbers & Job Titles of Positions Directly Supervised:		SIGNATURE OF AGENCY REPRESENTATIVE <i>Stwal</i>	DATE <i>1/6/14</i>