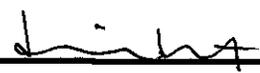
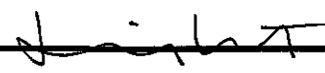


POSITION DESCRIPTION		AGENCY/DEPT ID DAS102310
DIVISION OR INSTITUTION Administrative Support	UNIT OR OFFICE Finance/Compliance & Audit Unit	COUNTY OF EMPLOYMENT Franklin

POSITION NUMBER 20005436 JOB CODE TITLE Program Administrator 3 JOB CODE 63124	<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 Risk Assessment/Audit Response Supervisor		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:	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		
50	<p>Serves as agency supervisor of Risk Assessment to provide program direction on behalf of the Department of Administrative Services (DAS) Compliance Manager in: developing, administering, and maturing the enterprise risk assessment management program for DAS to help management identify risks & opportunities across all the activities of the agency; develop & implement DAS risk assessment policies and procedures to identify, assess, measure, monitor, mitigate, and report on the key risks facing the agency, both from its internal and external environment in which the agency operates on a continuous basis; support DAS management in the assessment of risks within existing operations and with potential new activities and services to ensure adequate risk management practices are imbedded in the supporting policies, procedures, and processes to continue to operate within management approved risk tolerances; support management in the development, design, and implementation of risk management practices through clear business objectives, policies and procedures and awareness raising activities that supports proactive risk management at all levels. Provide project management disciplines (e.g., monitoring structure to management's corrective action plans and provide ongoing status reporting on the design, implementation, and effectiveness of those plans) to mitigate noted risk management, compliance, or internal control issues. Leads the coordination and administration of DAS annual and ad hoc audits and other governance, risk management, and internal control reviews; reviews and ensures agency's adherence to all applicable compliance regulations, rules, laws; supports senior management's initiatives in ensuring agency staff's proper knowledge of all relative compliance regulations regarding audit findings; develops and implements regular monitoring and reporting of compliance and risk issues to the DAS Compliance Manager and DAS senior management for appropriate resolution and effective implementation. Evaluates accuracy & reliability of financial information using computer assisted monitoring tools; assists management in evaluating business processes & makes recommendations toward improving operating efficiencies & cost effectiveness, and for compliance with Ohio Administrative Code (OAC), existing operating procedures, standard business practices; assists management in reviewing appropriateness of and cost efficiency in implementing recommendations of external auditors & follows up on action taken by divisions. Confers with senior management to resolve administrative/operational issues; provides training and guidance to division staff on complex issues of accounting, auditing & interpreting applicable federal & state regulations & fiscal requirements.</p>	<p>Knowledge of (1) audit & accounting standards and practices, risk assessment practices, audit based procedures, financial reporting, financial analysis methods and Generally Accepted Accounting principles (GAAP), Generally Accepted Auditing Standards, OBM GAAP reporting requirements; *OAKS: General Ledger (GL), Accounts Receivable Module, Accounts Payable Module, Asset Management Module, HCM Module, COGNOS Reports, EPM Data Warehouse, GL reports; (2) *applicable state laws, regulations and guidance: Ohio Revised Code (ORC), Ohio Administrative Code (OAC), and DAS Directives; (3) inventory management, fixed asset & depreciation accounting/cost accounting principles, practices and procedures: *Federal OMB A-87 Cost Principles for State, Local and Indian Tribal Governments practices and procedures, *State of Ohio Financial reporting and Accounting Policies for Capital Assets and *State of Ohio Asset Management Policies and Procedures; (4) employee training and development techniques; (5) supervisory principles and techniques.</p> <p>Skill in (6) operation of a personal computer; use of Microsoft Office software; calculator, printer and other office equipment).</p> <p>Ability to (7) define problems, use proper research methods in gathering and collecting data, interpret and apply a variety of technical material in books, journals and manuals (e.g., ORC, OAC, A-87, Capital Asset Policies, etc.); (8) apply accounting, auditing and cost accounting principles; (9) respond to complex issues requiring application of analytical & statistical processes; (10) use automated techniques, preserve & maintain accurate historical records for future analysis & audit tracking purposes in harmony with the State of Ohio Records preservation program; (11) interview job applicants, cooperate with co-workers & establish a friendly atmosphere.</p>		
List Position Numbers & Job Titles of Positions Directly Supervised: SEE TABLE OF ORGANIZATION		SIGNATURE OF AGENCY REPRESENTATIVE 	DATE 9/3/13	

POSITION DESCRIPTION		AGENCY/DEPT ID DAS102310
DIVISION OR INSTITUTION Administrative Support	UNIT OR OFFICE Finance/Compliance & Audit Unit	COUNTY OF EMPLOYMENT Franklin

POSITION NUMBER 20005436	<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 Risk Assessment/Audit Response Supervisor		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:	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																		
<table border="1"> <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>20</td> <td>Supervises Asset Management staff: oversees the continuous development and implementation of the agency's asset management function, assigns & reviews work; conducts & prepares performance evaluations; approves leave requests; provides training & career development to effectively and efficiently meet project goals; assists in resolving employee grievances; initiates disciplinary action; assists in hiring process & makes hiring recommendations. Monitors and assists divisions in the development of Action Plans to resolve operational or financial internal control issues.</td> <td> Knowledge of 1, 2*, 3, 4, 5. Skill in 6. Ability to 7, 8, 9, 10, 11. </td> </tr> <tr> <td>10</td> <td>Provides liaison services: coordinating timely and appropriate audit responses to State Auditors, Office of Internal Audit auditors, external auditor, or investigative agencies. Responsible for providing a support function to assist in strengthening controls, safeguarding agency assets, and providing accurate and timely financial reports. Provides data in support of external and internal audits, investigations and special requests. Provide guidance in response to complex accounting/ internal control, cost accounting or fiscal requirements. Prepares ad hoc and project based reports, responds to management inquiries and assists in the development of collaboration with agency staff to resolve issues that impact financial reporting or operational issues. Reviews and recommends best practices to ensure ethical financial practices, preservation of agency data to satisfy audit inquiries, and the proper handling of private and sensitive information</td> <td> Knowledge of 1, 2*, 3, 4, 5. Skill in 6. Ability to 7, 8, 9, 10, 11. </td> </tr> <tr> <td>10</td> <td>Assist in the Financial Reporting function through a thorough review of the integrity and accuracy of OAKS financial data and reports, agency organizational structure, service descriptions, rates schedule, revenues, direct and indirect expense, depreciation and rate models.</td> <td> Knowledge of 1, 2*, 3, 4, 5. Skill in 6. Ability to 7, 8, 9, 10, 11. </td> </tr> <tr> <td>10</td> <td>Drafts correspondence and reports resulting from internal review and risk assessment projects for DAS Compliance Manager, performs administrative duties as assigned, and reviews outputs of the financial reporting and asset management functions as needed to ensure unit and agency goals are met.</td> <td> Knowledge of 1, 2*, 3, 4, 5. Skill in 6. Ability to 7, 8, 9, 10, 11. </td> </tr> </tbody> </table>				%	Job Duties in Order of Importance	Knowledge, Skills & Abilities	20	Supervises Asset Management staff: oversees the continuous development and implementation of the agency's asset management function, assigns & reviews work; conducts & prepares performance evaluations; approves leave requests; provides training & career development to effectively and efficiently meet project goals; assists in resolving employee grievances; initiates disciplinary action; assists in hiring process & makes hiring recommendations. Monitors and assists divisions in the development of Action Plans to resolve operational or financial internal control issues.	Knowledge of 1, 2*, 3, 4, 5. Skill in 6. Ability to 7, 8, 9, 10, 11.	10	Provides liaison services: coordinating timely and appropriate audit responses to State Auditors, Office of Internal Audit auditors, external auditor, or investigative agencies. Responsible for providing a support function to assist in strengthening controls, safeguarding agency assets, and providing accurate and timely financial reports. Provides data in support of external and internal audits, investigations and special requests. Provide guidance in response to complex accounting/ internal control, cost accounting or fiscal requirements. Prepares ad hoc and project based reports, responds to management inquiries and assists in the development of collaboration with agency staff to resolve issues that impact financial reporting or operational issues. Reviews and recommends best practices to ensure ethical financial practices, preservation of agency data to satisfy audit inquiries, and the proper handling of private and sensitive information	Knowledge of 1, 2*, 3, 4, 5. Skill in 6. Ability to 7, 8, 9, 10, 11.	10	Assist in the Financial Reporting function through a thorough review of the integrity and accuracy of OAKS financial data and reports, agency organizational structure, service descriptions, rates schedule, revenues, direct and indirect expense, depreciation and rate models.	Knowledge of 1, 2*, 3, 4, 5. Skill in 6. Ability to 7, 8, 9, 10, 11.	10	Drafts correspondence and reports resulting from internal review and risk assessment projects for DAS Compliance Manager, performs administrative duties as assigned, and reviews outputs of the financial reporting and asset management functions as needed to ensure unit and agency goals are met.	Knowledge of 1, 2*, 3, 4, 5. Skill in 6. Ability to 7, 8, 9, 10, 11.
%	Job Duties in Order of Importance	Knowledge, Skills & Abilities																
20	Supervises Asset Management staff: oversees the continuous development and implementation of the agency's asset management function, assigns & reviews work; conducts & prepares performance evaluations; approves leave requests; provides training & career development to effectively and efficiently meet project goals; assists in resolving employee grievances; initiates disciplinary action; assists in hiring process & makes hiring recommendations. Monitors and assists divisions in the development of Action Plans to resolve operational or financial internal control issues.	Knowledge of 1, 2*, 3, 4, 5. Skill in 6. Ability to 7, 8, 9, 10, 11.																
10	Provides liaison services: coordinating timely and appropriate audit responses to State Auditors, Office of Internal Audit auditors, external auditor, or investigative agencies. Responsible for providing a support function to assist in strengthening controls, safeguarding agency assets, and providing accurate and timely financial reports. Provides data in support of external and internal audits, investigations and special requests. Provide guidance in response to complex accounting/ internal control, cost accounting or fiscal requirements. Prepares ad hoc and project based reports, responds to management inquiries and assists in the development of collaboration with agency staff to resolve issues that impact financial reporting or operational issues. Reviews and recommends best practices to ensure ethical financial practices, preservation of agency data to satisfy audit inquiries, and the proper handling of private and sensitive information	Knowledge of 1, 2*, 3, 4, 5. Skill in 6. Ability to 7, 8, 9, 10, 11.																
10	Assist in the Financial Reporting function through a thorough review of the integrity and accuracy of OAKS financial data and reports, agency organizational structure, service descriptions, rates schedule, revenues, direct and indirect expense, depreciation and rate models.	Knowledge of 1, 2*, 3, 4, 5. Skill in 6. Ability to 7, 8, 9, 10, 11.																
10	Drafts correspondence and reports resulting from internal review and risk assessment projects for DAS Compliance Manager, performs administrative duties as assigned, and reviews outputs of the financial reporting and asset management functions as needed to ensure unit and agency goals are met.	Knowledge of 1, 2*, 3, 4, 5. Skill in 6. Ability to 7, 8, 9, 10, 11.																
JOB CODE TITLE Program Administrator 3	List Position Numbers & Job Titles of Positions Directly Supervised: SEE TABLE OF ORGANIZATION		SIGNATURE OF AGENCY REPRESENTATIVE 															
JOB CODE 63124			DATE 9/3/13															