POSITION DESCRIPTION

		AGENCY/DEPT ID Department of Administrative Services/ DAS101000
DIVISION OR INSTITUTION Administrative Support	UNIT OR OFFICE Office of Legal Services	COUNTY OF EMPLOYMENT Franklin

POSITION NUMBER 20005444

JOB TITLE Program Administrator 1

JOB CODE 63122

☐ Reclassification ☐ New Position ☒ Update

Position Hyperlinked to ☐ Agency Organizational Tree

USUAL WORKING TITLE OF POSITION	POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR
Records Officer	SEE TABLE OF ORGANIZATION

☒ Permanent ☐ Temporary ☐ Intermittent	☒ Classified ☐ Unclassified	Overtime: ☒ Eligible ☐ Exempt If FLSA Exempt, exemption type:	Bargaining Unit 22 PR 10 Page 1 of 2

NORMAL WORKING HOURS (Explain unusual or rotating shift):
FROM: 7:00 a.m. TO: 4:00 p.m.

JOB DESCRIPTION AND WORKER CHARACTERISTICS

%	Job Duties in Order of Importance	Knowledge, Skills & Abilities
80	Acts for Chief Legal Counsel by overseeing Department of Administrative Services' (DAS) Records Retention Program: coordinates agency-wide records retention program (e.g., develops, implements & maintains operational policy & procedures for records retention program); clarifies records program legal issues with DAS legal counsel; acts as liaison with division records coordinators & division business managers; works with records storage facility to ensure compliance with policy & timely turnaround; recommends changes in program procedures to manager; reviews division requests for records storage; conducts informational sessions on records retention program; assists division records program liaisons with developing & implementing records retention schedules; arranges for records pick-up & delivery, when necessary; acts as records officer for Administrative Support Division (ASD); reviews & approves DAS records retention schedules & submits to State Records Office for action; distributes records retention law & procedure updates; researches trends in records storage (e.g., electronic media & paper).	Knowledge of (1) applicable state & laws, rules & regulations governing records retention*; (2) agency policy & procedures*; (3) employee training; (4) PeopleSoft web-based application. Skill in (5) use of personal computer & associated hardware/software (e.g., MS Office Suite, OAKS*). Ability to (6) define problems, collect data, establish facts & draw valid conclusions; (7) interpret variety of instructions in writing & oral form; (8) calculate fractions, decimals & percentages; (9) develop & complete routine forms (e.g., records retention documents); (10) prepare meaningful, concise & accurate reports; (11) use proper research methods in gathering data; (12) cooperate with co-workers on group projects (13) answer routine telephone inquiries. *developed after employment

List Position Numbers & Job Titles of Positions Directly Supervised:	SIGNATURE OF AGENCY REPRESENTATIVE	DATE
	[signature]	7-13-15

ccpd 7-13-15

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NORMAL WORKING HOURS (Explain unusual or rotating shift):
FROM: 7:00 a.m. TO: 4:00 p.m.

JOB DESCRIPTION AND WORKER CHARACTERISTICS

%	Job Duties in Order of Importance	Knowledge, Skills & Abilities
20	Attends meetings & trainings regarding areas of responsibility, prepares correspondence & responds to inquiries: works on special assignments & performs other related duties as requested by manager.	Knowledge of 1*, 2*, 3, 4 Skill in 5 Ability to 6, 7, 8, 9, 10, 11, 12, 13
		*developed after employment

List Position Numbers & Job Titles of Positions Directly Supervised:	SIGNATURE OF AGENCY REPRESENTATIVE	DATE
	[signature]	7-13-15

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