

<b>POSITION DESCRIPTION</b>		AGENCY/DEPT ID <b>DAS102310</b>
DIVISION OR INSTITUTION Administrative Support Division	UNIT OR OFFICE Office of Finance	COUNTY OF EMPLOYMENT Franklin

POSITION NUMBER <b>20005444</b>           JOB TITLE <b>Program Administrator 1</b>           JOB CODE <b>63122</b>           <i>APP 11-30-11 UK</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 Records Retention Coordinator		POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR 20005429 Fiscal Officer 3	
	<input checked="" type="checkbox"/> Permanent <input type="checkbox"/> Temporary <input type="checkbox"/> Intermittent	<input checked="" type="checkbox"/> Classified <input type="checkbox"/> Unclassified	Overtime: <input checked="" type="checkbox"/> Eligible <input type="checkbox"/> Exempt If FLSA Exempt, exemption type:	
				Bargaining Unit <b>22</b> PR <b>10</b> Page 1 of 2
	NORMAL WORKING HOURS (Explain unusual or rotating shift): FROM: <b>8:00 a.m.</b> TO: <b>5:00 p.m.</b>			
	<b>JOB DESCRIPTION AND WORKER CHARACTERISTICS</b>			
	%	Job Duties in Order of Importance	Knowledge, Skills & Abilities	
	50	Assists in program direction by relieving Finance Policy Manager and Chief Financial Officer of non-routine duties related to the DAS Office of Finance operations. Coordinates agency-wide records retention program: 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, works with records storage facility to ensure compliance with policy & timely turnaround; recommends changes in program procedures to manager and Chief Financial Officer; reviews division requests for record storage; conducts informational sessions on records retention program, assists division records program liaisons with developing and implementing records retention schedules; arranges for records pickup & delivery when necessary; acts a records officer for Administrative Support Division (ASD); reviews and approves DAS records retention schedules and submits to State Records Office for action; distributes records retention law and procedure updates, researches trends in records storage, e.g., electronic media and paper. Coordinates Forms Management program for DAS per guidance from State Forms program office. Assists with research and editing of agency financial policies.	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 and associated software and hardware (e.g., MS Office, Excel). Ability to (6) define problems, collect data, establish facts & draw valid conclusion; (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 date; (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 11/22/11

