POSITION DESCRIPTION

AGENCY/DEPT ID
Department of Administrative Services
Das102350

DIVISION OR INSTITUTION	UNIT OR OFFICE	COUNTY OF EMPLOYMENT
Administrative Support	Central Service Agency	Franklin

POSITION NUMBER 20005445

☒ Reclassification ☐ New Position ☐ Update

Position Hyperlinked to Agency Organizational Tree ☐

USUAL WORKING TITLE OF POSITION	POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR
CSA Administrator	SEE TABLE OF ORGANIZATION

☒ Permanent ☐ Temporary ☐ Intermittent	☐ Classified ☒ Unclassified ☐ Essential	Overtime: ☐ Eligible ☒ Exempt If FLSA Exempt, exemption type:	Bargaining Unit 22 PR 15 Page 1 of 1

NORMAL WORKING HOURS (Explain unusual or rotating shift):
FROM: 8:00 a.m. TO: 5:00 p.m.

JOB CODE TITLE
Administrative Officer 3

JOB CODE 63133 Aps 4-22-13

JOB DESCRIPTION AND WORKER CHARACTERISTICS

%	Job Duties in Order of Importance	Knowledge, Skills & Abilities
40	Plans, directs and coordinates all fiscal and human resources/personnel functions of the Central Service Agency in the performance of routine support services for various boards and commissions. Provides guidance related to complex issues of accounting, state regulations and requirements. Supervises CSA staff: provides guidance and direction in regard to performance in processing disbursement documents, encumbrance documents, personnel and payroll documents; approves leave and evaluates performance.	Knowledge of (1) budgeting; (2) accounting practices; (3) office practices and procedures; (4) agency practices and procedures;* (5) applicable Ohio Revised Code and Administrative Rules; * (6) DAS personnel policies and procedures;* (7) supervision. Skill in (8) use of personal computer and related software (e.g. MS Word, Excel, Ohio Administrative Knowledge System (OAKS FIN & HCM*); Cognos Business Intelligence (BI)*. Ability to (9) manage complex budgeting and accounting tasks; (10) handle confidential information; (11) respond to internal and external inquiries and reporting requirements; (12) deal with multiple projects simultaneously.
30	Acts as liaison between various boards/commissions' executive directors and chairs, the governor's office and DAS regarding payroll, benefits, personnel matters, collective bargaining issues and technical support for posting positions in the Ohio Hiring Management System.	Knowledge of 1, 2, 4*, 5*, 6*. Skill 8*. Ability to 9, 10, 11, 12.
20	In consultation with the various boards and commissions, designs, prepares and monitors boards' and commissions' budgets, allotment plans, financial statements, and other reports pertaining to fiscal operations. Recommends and adjusts budget plans as needed. Provides assistance and guidance to boards and commissions concerning design and development of new fiscal programs or improvements.	Knowledge of 6* Skill in 8* Ability to 9, (13) prepare meaningful, concise and accurate reports.
10	Formulates and implements policies and procedures for improved operational and organizational processes and workflows. Prepares reports for internal monitoring and control of business operations.	Knowledge of 3, 4*, 6* Skill in 8* Ability to 10, 12. *Developed after employment.

List Position Numbers & Job Titles of Positions Directly Supervised:	SIGNATURE OF AGENCY REPRESENTATIVE	DATE
SEE TABLE OF ORGANIZATION	[signature]	4/12/13