POSITION DESCRIPTION

AGENCY/DEPT ID
Department of Administrative Services/
DAS102530

DIVISION OR INSTITUTION	UNIT OR OFFICE	COUNTY OF EMPLOYMENT
Administrative Support	Lean Ohio	Franklin

POSITION NUMBER 20005456

☐ Reclassification ☐ New Position ☒ Update

Position Hyperlinked to ☐ Agency Organizational Tree

USUAL WORKING TITLE OF POSITION	POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR
Project Manager – Internal Consultant	SEE TABLE OF ORGANIZATION

☒ Permanent
☐ Temporary
☐ Intermittent

☐ Classified
☒ Unclassified

Overtime: ☐ Eligible ☒ Exempt

If FLSA Exempt, exemption type: Administrative

Bargaining Unit 22
PR 15
Page 1 of 2

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

JOB TITLE Project Manager 1

JOB CODE 63381

JOB DESCRIPTION AND WORKER CHARACTERISTICS

%	Job Duties in Order of Importance	Knowledge, Skills & Abilities
50	Acts as an Internal Consultant on continuous improvement efforts managing assigned project teams and sub-projects that cover all phases of project management, with activities and responsibilities primarily for the pre-scoping, scoping, data/information researching and analysis, event facilitation and post event follow up meetings (30, 60, 90 day, six month and one year) for Kaizen events within the Lean Ohio portfolio of activities. Specifically, this position will assist in translating Continuous Improvement Partnership (CIP) recommendations/findings through the actual facilitation of process improvement teams, Lean activities and Kaizen events. Acts as the Office's Six Sigma expert for Lean Ohio and respective Kaizen events. Determines baseline data, relevant goals, establishes current efficiency percentages and levels, etc. Works directly with agency executives & organizations covering all phases of project management and responsibilities involving a variety of state agency leadership, their respective customers and/or stakeholders; researches, writes, directs, implements and monitors policy for consistent statewide application; assists in researching, applying and implementing best practices in Lean/Six Sigma tools and approaches for transforming state government. Assists in performing diagnostics on the organizations to interpret respective state/federal laws & regulations, policy, procedures and guidelines for the standardization. Establishes implementation plans inclusive of action steps, responsible person(s) and timeframe(s) throughout the state for building actual performance results. Assists in leveraging project results across other state agencies and operations (e.g. strategic planning facilitation).	Knowledge of (1) training & organizational development; (2) adult learning techniques & styles; (3) platform training skills; (4) curriculum design; (5) public & human relations; (6) program/project management; (7) agency policies & procedures*; (8) government structure & process*; (9) marketing. (Skill in (10) managing training programs and making presentations; (11) operation of personal computer, peripherals & associated software (e.g., word processing, spreadsheet, Internet). Ability to (12) formulate & work through project plans; (13) work well with agency liaisons; (14) define problems, collect data, establish facts, draw valid conclusions & initiate solutions; (15) obtain & maintain valid driver's license; (16) prepare & deliver presentations/speeches to diverse audiences.
	This position is in the unclassified service per section 124.11 (A)(9) of the Ohio Revised Code.	*developed after employment

List Position Numbers & Job Titles of Positions Directly Supervised:	SIGNATURE OF AGENCY REPRESENTATIVE	DATE
	St Will	2/11/14

POSITION DESCRIPTION

	AGENCY/DEPT ID Department of Administrative Services/ DAS102530

DIVISION OR INSTITUTION	UNIT OR OFFICE	COUNTY OF EMPLOYMENT
Administrative Support	Lean Ohio	Franklin

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USUAL WORKING TITLE OF POSITION	POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR
Project Manager – Internal Consultant	SEE TABLE OF ORGANIZATION

☒ Permanent ☐ Temporary ☐ Intermittent	☐ Classified ☒ Unclassified	Overtime: ☐ Eligible ☒ Exempt If FLSA Exempt, exemption type: Administrative	Bargaining Unit 22 **PR 15** Page 2 of 2

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

JOB TITLE Project Manager 1

JOB CODE 63381

JOB DESCRIPTION AND WORKER CHARACTERISTICS

%	Job Duties in Order of Importance	Knowledge, Skills & Abilities
35	Responsible for assisting project coordination and implementation of core business projects across and/or among key internal agency systems with reporting of data and information within respective agency(s) and/or for statewide summary through written documentation, one-on-one dialogue and group presentations (e.g. office newsletters, learning sessions, event report out sessions and training seminars); coordinates process changes in project scopes, existing processes and/or new processes for the optimum delivery of services/products; communicates with agency representatives and their respective customers/stakeholders in order to determine needs/expectations on project adjustments and implementation. Acts as lead and second facilitator for other Lean projects and activities for the Office.	Knowledge of 1, 2, 3, 4, 5, 6, 7*, 8*, 9. Skill in 10, 11. Ability to 12, 13, 14, 15, 16.
10	Identifies and defines project requirements, time frames, risk factors, action steps and associated tasks to produce deliverables to both internal & external customers; evaluates deliverables, determines next step phases including pilots, problem solving, the meeting of milestone time lines, completion of progress reports; determines resource allocation including budget requirements and overall project evaluation encompass the respective duties of the position. Specifically, the aforementioned projects will also calculate a return on investment singularly and then cumulatively for the Office's Kaizen events and other Lean activities.	Knowledge of 1, 2, 3, 4, 5, 6, 7*, 8*, 9. Skill in 10, 11. Ability to 12, 13, 14, 15, 16
5	Attends meetings, conferences &/or workshops on related topics; supervises/directs assigned professional, technical &/or administrative/clerical staff on various assigned project teams.	Knowledge of 1, 2, 3, 4, 5, 6, 7*, 8*, 9. Skill in 10, 11. Ability to 12, 13, 14, 15, 16
	This position is in the unclassified service per section 124.11 (A)(9) of the Ohio Revised Code.	*developed after employment

List Position Numbers & Job Titles of Positions Directly Supervised:	SIGNATURE OF AGENCY REPRESENTATIVE	DATE
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