

POSITION DESCRIPTION

AGENCY/DEPT ID
Department of Administrative Services/
DAS102530

DIVISION OR INSTITUTION
Office of Collective Bargaining

UNIT OR OFFICE
Lean Ohio

COUNTY OF EMPLOYMENT
Franklin

POSITION NUMBER
20005457

Reclassification New Position Update Position Hyperlinked to Agency Organizational Tree

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

Permanent Classified Overtime: Eligible Exempt Bargaining Unit 22
 Temporary Unclassified If FLSA Exempt, exemption type: Administrative PR 15
 Intermittent 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>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).</p> <p>This position is in the unclassified service per section 124.11 (A)(9) of the Ohio Revised Code.</p>	<p>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.</p> <p>*developed after employment</p>

JOB TITLE
Project Manager 1

JOB CODE
63381

List Position Numbers & Job Titles of Positions Directly Supervised:

SIGNATURE OF AGENCY REPRESENTATIVE
S. A. Wall

DATE
2/11/14

copy 2-11-14 cc

