

# POSITION DESCRIPTION

AGENCY/DEPT ID  
DAS102520

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  
 Temporary  
 Intermittent

Classified  
 Unclassified

Overtime:  Eligible     Exempt

If FLSA Exempt, exemption type:

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 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 &amp; 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 &amp; 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 of Ohio Revised Code. Position is overtime exempt.</p>	<p>Knowledge of (1) training &amp; organizational development; (2) adult learning techniques &amp; styles; (3) platform training skills; (4) curriculum design; (5) public &amp; human relations; (6) program/project management; (7) agency policies &amp; procedures*; (8) government structure &amp; process*; (9) marketing. (Skill in (10) managing training programs and making presentations; (11) operation of personal computer, peripherals &amp; associated software (e.g., word processing, spreadsheet, Internet). Ability to (12) formulate &amp; work through project plans; (13) work well with agency liaisons; (14) define problems, collect data, establish facts, draw valid conclusions &amp; initiate solutions; (15) obtain &amp; maintain valid driver's license; (16) prepare &amp; deliver presentations/speeches to diverse audiences.</p> <p>*Developed after employment.</p>

JOB TITLE  
Project Manager 1

JOB CODE  
63381  
APR 7 2012 *UB*

List Position Numbers & Job Titles of Positions Directly Supervised:

SIGNATURE OF AGENCY REPRESENTATIVE

DATE

*S.A. Hill*

6/27/12

<b>POSITION DESCRIPTION</b>		AGENCY/DEPT ID <b>DAS102520</b>
DIVISION OR INSTITUTION Office of Collective Bargaining	UNIT OR OFFICE Lean Ohio	COUNTY OF EMPLOYMENT Franklin

POSITION NUMBER <b>20005457</b>	<input checked="" type="checkbox"/> Reclassification <input type="checkbox"/> New Position <input type="checkbox"/> Update		Position Hyperlinked to <input type="checkbox"/>
	USUAL WORKING TITLE OF POSITION Project Manager – Internal Consultant		POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR SEE TABLE OF ORGANIZATION
	<input checked="" type="checkbox"/> Permanent <input type="checkbox"/> Temporary <input type="checkbox"/> Intermittent	<input type="checkbox"/> Classified <input checked="" type="checkbox"/> Unclassified	Overtime: <input type="checkbox"/> Eligible <input checked="" type="checkbox"/> Exempt If FLSA Exempt, exemption type:

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
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 of Ohio Revised Code. Position is overtime exempt.		*Developed after employment.

JOB TITLE  
**Project Manager 1**  
  
*APR 2012*  
  
 JOB CODE  
**63381**

List Position Numbers & Job Titles of Positions Directly Supervised:	SIGNATURE OF AGENCY REPRESENTATIVE	DATE
	<i>St Will</i>	6/27/12