

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 20005462 JOB TITLE Project Manager 1 JOB CODE 63381 <i>apd 2-11-14 el</i>	<input type="checkbox"/> Reclassification <input type="checkbox"/> New Position <input checked="" type="checkbox"/> Update		Position Hyperlinked to <input type="checkbox"/> Agency Organizational Tree	
	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: 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 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 <i>S. J. Wood</i>	DATE 2/11/14	