100-000U

POSITION DESCRIPTION

AGENCY/DEPT ID
DAS102100

DIVISION OR INSTITUTION	UNIT OR OFFICE	COUNTY OF EMPLOYMENT
Administrative Support	Office of Employee Services	Franklin

POSITION NUMBER 20005515

☐ Reclassification ☐ New Position ☒ Update

Position Hyperlinked to ☐ Agency Organizational Tree

USUAL WORKING TITLE OF POSITION
Executive Secretary 1

POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR
20005514 Management Analyst Supervisor 2

☒ Permanent ☐ Temporary ☐ Intermittent

☒ Classified ☐ Unclassified ☐ Essential

Overtime: ☒ Eligible ☐ Exempt

If FLSA Exempt, exemption type:

Bargaining Unit 22

Page 1 of 2

NORMAL WORKING HOURS (Explain unusual or rotating shift):
FROM: 7:00 a.m. TO: 4:00 p.m. Report in location subject to change

JOB DESCRIPTION AND WORKER CHARACTERISTICS

%	Job Duties in Order of Importance	Knowledge, Skills & Abilities
70	Provides non-routine administrative support to Employee Relations Unit in General Services Division: researches personnel issues (employee payroll & benefit discrepancies); prepares complex personnel forms upon any employee movement (e.g., hire, transfer, separation, retirement, appointment type change); interprets & communicates policies; assists with reviewing, writing, & editing position descriptions (PDs); oversees performance evaluation program (e.g., prepares forms with relevant information, logs in tracking system, routes to responsible supervisor, monitors process to ensure evaluations are submitted in timely manner); maintains logs for tracking & reporting purposes (e.g., personnel actions (PAs), personnel action requests (PARs), performance reviews); reviews payroll entries for division employees (runs queries, identifies errors, works to resolve within payroll deadlines); handles employee & agency inquiries in regards to benefits, payroll & other personnel issues; prepares reports & metrics (e.g., quarterly performance evaluation statistics, PD update summary); assists with employment & hiring process as needed (e.g., pre-screening applications, scheduling of proficiency tests &/or interviews; administering proficiency tests or other evaluations).	Knowledge of (1) office practices & procedures; (2) agency policies & procedures relating to employment* (3) human resources subjects (e.g., performance evaluations, hiring process, position descriptions, payroll); (4) human/public relations; (5) administering tests; (6) applicant screening Skill in (7) operation of computer & associated hardware & software (e.g., MicroSoft Word, Excel, Access, PowerPoint, Outlook, PeopleSoft*); (8) effective communication & writing. Ability to (9) gather, collate & classify information about data, people or things; (10) assess question & provide appropriate information or referral; (11) cooperate with co-workers on group projects; (12) understand & interpret policies & procedures; (13) prepare meaningful, concise & accurate reports; (14) develop good rapport with employees & management. *developed after employment

JOB CODE TITLE
Executive Secretary 1

JOB CODE
16832

List Position Numbers & Job Titles of Positions Directly Supervised:

SIGNATURE OF AGENCY REPRESENTATIVE: Allen N. Shaffer

DATE: 3/19/09

apd 3-25-09 cl

100-000U

POSITION DESCRIPTION

AGENCY/DEPT ID
DAS102100

DIVISION OR INSTITUTION	UNIT OR OFFICE	COUNTY OF EMPLOYMENT
Administrative Support	Office of Employee Services	Franklin

POSITION NUMBER 20005515

☐ Reclassification ☐ New Position ☒ Update

Position Hyperlinked to ☐ Agency Organizational Tree

USUAL WORKING TITLE OF POSITION
Executive Secretary 1

POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR
20005514 Management Analyst Supervisor 2

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☒ Classified ☐ Unclassified ☐ Essential

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Bargaining Unit 22

Page 2 of 2

NORMAL WORKING HOURS (Explain unusual or rotating shift):
FROM: 7:00 a.m. TO: 4:00 p.m. Report in location subject to change

JOB DESCRIPTION AND WORKER CHARACTERISTICS

%	Job Duties in Order of Importance	Knowledge, Skills & Abilities
30	Performs secretarial tasks: maintains confidential & personnel files; provides employees with various forms & forwards to Office of Employee Services (OES) (e.g., tax, health care, change of address, payroll deduction); contacts OES to schedule exit interviews; schedules conference room; completes service requests; coordinates special events (e.g., service pin ceremony, deferred compensation information meeting); provides phone coverage for Deputy Director's office when needed; prepares postings; prepares & reviews payroll reports; maintains & distributes division's birthday list; handles sensitive telephone calls; channels calls to appropriate parties for response; prepares routine forms; reviews & replies to division's emails; prepares records retention & disposal schedules & arranges record transfers; distributes incoming mail; performs special projects & other duties as assigned; attends training.	Knowledge of 1, 2*, 4 Skill in 7*, 8, (15) operation of office equipment (e.g., calculator, telephone, copier & fax machine). Ability to 9, 10, 11, 12, 13, (16) maintain filing system *developed after employment

JOB CODE TITLE Executive Secretary 1

JOB CODE 16832

List Position Numbers & Job Titles of Positions Directly Supervised:
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SIGNATURE OF AGENCY REPRESENTATIVE: Allie N. Shaffer

DATE: 3/19/09

appl 3-25-09 al