

POSITION DESCRIPTION		AGENCY/DEPT ID DAS102100
DIVISION OR INSTITUTION Administrative Support	UNIT OR OFFICE Office of Employee Services	COUNTY OF EMPLOYMENT Franklin

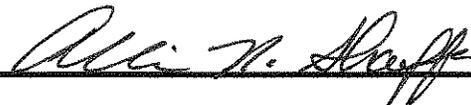
POSITION NUMBER 20005517	<input type="checkbox"/> Reclassification <input type="checkbox"/> New Position <input checked="" type="checkbox"/> Update		Position Hyperlinked to <input type="checkbox"/> Agency Organizational Tree	
	USUAL WORKING TITLE OF POSITION Administrative Assistant 3		POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR 20005514 Management Analyst Supervisor 2	
	<input checked="" type="checkbox"/> Permanent <input type="checkbox"/> Temporary <input type="checkbox"/> Intermittent	<input checked="" type="checkbox"/> Classified <input type="checkbox"/> Unclassified <input type="checkbox"/> Essential	Overtime: <input type="checkbox"/> Eligible <input checked="" type="checkbox"/> Exempt If FLSA Exempt, exemption type: Administrative	Bargaining Unit 22 Page 1 of 2
	NORMAL WORKING HOURS (Explain unusual or rotating shift): FROM: 8:00 a.m. TO: 5:00 p.m. Report in location subject to change			
JOB DESCRIPTION AND WORKER CHARACTERISTICS				
%	Job Duties in Order of Importance	Knowledge, Skills & Abilities		
50	Assists Administrator in daily operation of Employee Relations Office: establishes & maintains timelines & quality standards for completing tasks & projects within the office; reviews human resources initiatives/actions requested by division program managers (e.g., restructuring of section, major functional changes, gathering information, discipline, hiring) & advises management on feasibility & impact to programs & staff; oversees payroll processing. Assumes authority & responsibility in Administrator's absence: develops & implements policies & procedures (e.g., dress code, work rules, work flow, time reporting); monitors effectiveness of policies. Reviews programs & processes to ensure compliance with Civil Service regulations, collective bargaining agreements, administrative guidelines, federal & state laws, rules & regulations. Independently answers complex &/or confidential requests for information; conducts meetings to discuss rules & operating procedures; monitors division staffing assignments. Interprets rules/guidelines & collective bargaining agreements relating to human resources issues (e.g., developing policies & procedures, hiring process, benefits (e.g., FMLA, ADA, FLSA), position descriptions. Serves as liaison between Administrator & subordinates, program managers & employees; transmits decisions & directives; represents administrator at meetings & conferences. Researches & analyzes programs, procedures & policies; prepares reports; develops project proposals & administers special projects; researches & responds to inquiries & complaints; prepares complex & confidential letters, memos & emails on behalf of office to staff/managers & external parties; updates files & statistics. Assists training officer with employee training & development related to human resources issues. Serves & assists in processing division payroll as necessary.	Knowledge of (1) business administration; (2) human resources administration; (3) labor relations (e.g., discipline, grievance); (4) office practices & procedures; (5) public/human relations; (6) agency policies & procedures*, (7) collective bargaining agreements, civil service laws, rules & regulations relating to human resources issues (e.g., hiring process, benefits (e.g., FMLA, ADA, FLSA) position description, labor relations; grievances & discipline; (8) employee training & development. Skill in (9) operation of personal computer & associated hardware/software (e.g., MS Office, state mainframe system). Ability to (10) define problems, collect data, establish facts & draw valid conclusions; (11) use proper research methods in gathering data; (12) prioritize & efficiently handle multiple tasks; (13) effectively communicate orally & in writing; (14) prepare meaningful, concise & accurate reports & proposals; (15) respond to routine & sensitive inquiries with people, union representatives, other government & private business officials.		
List Position Numbers & Job Titles of Positions Directly Supervised:		SIGNATURE OF AGENCY REPRESENTATIVE 	DATE 3/19/09	

april 3-25-09 al

JOB CODE TITLE
Administrative Assistant 3

JOB CODE
63123

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	USUAL WORKING TITLE OF POSITION Administrative Assistant 3		POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR 20005514 Management Analyst Supervisor 2	
	<input checked="" type="checkbox"/> Permanent <input type="checkbox"/> Temporary <input type="checkbox"/> Intermittent	<input checked="" type="checkbox"/> Classified <input type="checkbox"/> Unclassified <input type="checkbox"/> Essential	Overtime: <input type="checkbox"/> Eligible <input checked="" type="checkbox"/> Exempt If FLSA Exempt, exemption type: Administrative	Bargaining Unit 22 Page 2 of 2
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JOB DESCRIPTION AND WORKER CHARACTERISTICS				
	%	Job Duties in Order of Importance	Knowledge, Skills & Abilities	
	35	Advises program managers on labor relations issues: reviews discipline requests; interprets rules/guidelines & collective bargaining agreements relating to labor relations/discipline issues (e.g., grievance, overtime, work rules, relocation, shift changes, reprimands, suspensions, fines & settlement agreements). Prepares or monitors preparation & processing of discipline packets, grievance forms & associated documentation.	Knowledge of 2,3, 5, 6, 6*, 7 Skill in 10 Ability to 11, 12, 13, 14, 15, 16	
	15	Provides human resources related assistance to program managers & employees: advises & assists in writing position descriptions; participates in hiring process (e.g., reviews applications; participates in interviews; directs preparation of hiring documentation); advise employees on benefits (e.g., FMLA, ADA, FLSA).	Knowledge of 2, 3, 5, 6* 7 (16) hiring practices (e.g., application review, interviewing) Skill in 10 Ability to 11, 12, 13, 14, 15, 16 <u>Position Specific Minimum Qualifications:</u> 12 mos. exp. in human resources office working with human resources issues (e.g., writing policies & procedures, labor relations, hiring process, benefits, position description). 12 mos. exp. interpreting & applying collective bargaining agreements, federal, & state laws, rules & regulations relating to discipline for an entire division (e.g., reprimands, suspensions, fines & settlement agreements). *developed after employment	
JOB CODE TITLE Administrative Assistant 3	List Position Numbers & Job Titles of Positions Directly Supervised:		SIGNATURE OF AGENCY REPRESENTATIVE 	
JOB CODE 63123			DATE 3/19/09	

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