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 20005518

☐ Reclassification ☐ New Position ☒ Update

Position Hyperlinked to ☐ Agency Organizational Tree

USUAL WORKING TITLE OF POSITION	POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR
Administrative Assistant 3	20005514 Management Analyst Supervisor 2

☒ Permanent ☐ Temporary ☐ Intermittent	☒ Classified ☐ Unclassified ☐ Essential	Overtime: ☐ Eligible ☒ Exempt If FLSA Exempt, exemption type: Administrative	Bargaining Unit 22 Page 1 of 2

NORMAL WORKING HOURS (Explain unusual or rotating shift): **Part time permanent**
FROM: 7:30 a.m. TO: 4:30 p.m. Report in location subject to change

JOB CODE TITLE Administrative Assistant 3

JOB DESCRIPTION AND WORKER CHARACTERISTICS

%	Job Duties in Order of Importance	Knowledge, Skills & Abilities
45	Acts for Administrator in developing & administering overall training policy for General Services Division: develops needs analysis & skills inventory; coordinates, schedules & advertises external and internal training programs; confers with management on specific training programs for program areas, utilizing internal & external resources; creates training programs &/or coordinates training from other sources; presents training programs as required; provides information on programs necessary for on-going education to maintain professional certification; develops & maintains system of tracking employees' training; coordinates management training.	Knowledge of (1) employee training & development; (2) employment processing issues (e.g. hiring process, position descriptions); (3) public relations. Skill in (4) operation of computer and audio-visual equipment; (5) conducting & coordinating training programs (e.g., coordinating training, conducting needs analysis, skills inventory, making presentations). Ability to (6) gather, collate & classify information about data, people or things; (7) use proper research in gathering data; (8) cooperate with co-workers on group projects.
45	Assists Employee Relations Administrator with employment processing issues: provides guidance to management in writing position descriptions, postings & advertisements; confers with management on the creation of structured interview questions & ratings; trains managers in writing structured interview questions & conducting structured interviews; reviews applications for screening of qualifications; organizes bargaining unit applications in accordance with Article 17 of the OCSEA Contract; contacts applicants & sets up interviews; prepares & signs rejection letters to applicants.	Knowledge of 1, 2, 3, (9) interviewing; (10) proficiency testing; (11) applicant screening; (12) OCSEA Contract (i.e. Article 17)*. Skill in 4 Ability to 6, 7, 8 *developed after employment

JOB CODE 63123

List Position Numbers & Job Titles of Positions Directly Supervised:	SIGNATURE OF AGENCY REPRESENTATIVE	DATE
	[signature]	3/19/09

apd 3-25-09 cl

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NORMAL WORKING HOURS (Explain unusual or rotating shift): **Part time permanent**
FROM: 7:30 a.m. TO: 4:30 p.m. Report in location subject to change

JOB DESCRIPTION AND WORKER CHARACTERISTICS

%	Job Duties in Order of Importance	Knowledge, Skills & Abilities
10	Provides assistance with related human resources functions: conducts new employee orientation program within division; coordinates charity programs; assists with special projects, such as succession planning.	Knowledge of 1, 2, 3 Skill in 4 Ability to 5, 6, 7, 8, (13) prepare meaningful concise & accurate reports. Position Specific Minimum Qualifications: 9 mos. exp. in conducting & coordinating training programs (e.g., coordinating training, conducting needs analysis, skills inventory, making presentations); 12 mos. exp. in human resources office working with employment processing issues (e.g., hiring process, position descriptions). *developed after employment

JOB CODE TITLE Administrative Assistant 3

JOB CODE 63123

List Position Numbers & Job Titles of Positions Directly Supervised:	SIGNATURE OF AGENCY REPRESENTATIVE	DATE
	Allen N. Shaeffer	3/19/09

apd 3-25-09 cl