

POSITION DESCRIPTION		AGENCY/DEPT ID DAS/DAS105900
DIVISION OR INSTITUTION General Services Division	UNIT OR OFFICE Fleet Management	COUNTY OF EMPLOYMENT Franklin

POSITION NUMBER 20005636	<input checked="" type="checkbox"/> Reclassification <input type="checkbox"/> New Position <input type="checkbox"/> Update		Position Hyperlinked to <input type="checkbox"/> Agency Organizational Tree	
	USUAL WORKING TITLE OF POSITION Fleet Analyst		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 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 1
	NORMAL WORKING HOURS (Explain unusual or rotating shift): FROM: 8:00am TO: 5:00pm Report-in location subject to change.			

JOB DESCRIPTION AND WORKER CHARACTERISTICS		
%	Job Duties in Order of Importance	Knowledge, Skills & Abilities
60	Provides state agency vehicle plan program direction & formulates & implements program policy; assists state agencies in development of their vehicle plans & compliance to ORC & OAC requirements, executive orders, & best practices; sets timelines for agencies to submit vehicle plan data; completes rate spreadsheets; provides recommendations to supervisor on requests for motor vehicles; obtains & analyzes data in Fleet Ohio management information system &/or state's accounting system; provides fleet analysis, information & recommendation to supervisor or to state agencies as directed; prepares comparison data on state travel mileage reimbursement figures against agencies' vehicle plans & conducts preliminary analysis; collects & organizes mileage reimbursement data in report form for review on efficiency & adherence to ORC, OAC, executive order, DAS & OFM requirements & guidelines; develops policies & procedures covering state agencies' vehicle plans; participates in random audits/sampling; develops & submits fleet inventory to proper state entities; acts as state EPA coordinator & submits reports to federal EPA; acts as back-up to fleet credit card administrator in his/her absence; manages Delegated Authority activities (e.g., working with state agencies regarding compliance & non-compliance issues); administers Certified Fleet Management Program.	Knowledge of (1) management; (2) state fleet management policies & procedures*; (3) business administration; (4) inventory control; (5) public relations; (6) statistical analysis Skill in (7) operation of personal computer using Microsoft Word, Excel (e.g., complex formulas, formatting, graphing, data sorting & subtotaling, logical statements, tables) PowerPoint, Access; (8) Fleet Ohio management information system*; (9) fleet credit card software*. Ability to (10) define problems, collect data, establish facts, draw valid conclusions & initiate solutions; (11) communicate effectively in written & oral form; (12) develop comprehensive analytic reports; (13) provide effective customer service; (14) analyze data.
20	Analyzes & evaluates vehicle resale program: analyzes state motor vehicle resale data & private sector resale data; provides analysis & makes recommendations on changes to state's motor vehicle resale process & procedures.	Knowledge of 1, 2*, 3, 6 Skill in 7, 8* Ability to 10, 11, 12, 13, 14
20	Works with consultants on specific fleet management projects: attends fleet management industry conferences & training seminars; acts as trainer at state sponsored training sessions or user group meetings; attends divisional, department, state & non-state meetings as representative of SFA, OFM, DAS or state; performs other duties as assigned by Fleet Administrator & senior staff.	Knowledge of 1, 2*, 3, 5, (15) training. Skill in 7, 8* Ability to 10, 11, 12, 13, (16) prepare & deliver speeches. *developed after employment.

List Position Numbers & Job Titles of Positions Directly Supervised: See Table of Organization	SIGNATURE OF AGENCY REPRESENTATIVE <i>Jeffrey Westhoven/ae</i>	DATE 1/31/12
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JOB CODE
63123

JOB CODE TITLE
Program Administrator 2