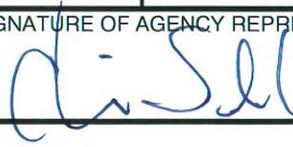


POSITION DESCRIPTION		AGENCY/DEPT ID DAS/DAS105900
DIVISION OR INSTITUTION General Services Division	UNIT OR OFFICE Fleet Management	COUNTY OF EMPLOYMENT Franklin

POSITION NUMBER 20005637	<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 Senior 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 2
NORMAL WORKING HOURS (Explain unusual or rotating shift): FROM: 8:00 am TO: 5:00 pm Report in location & work hours subject to change.				
JOB DESCRIPTION AND WORKER CHARACTERISTICS				
%	Job Duties in Order of Importance	Knowledge, Skills & Abilities		
50	Manages statewide fleet credit card program: analyzes spend data; establishes accounts & organizational structure for customer agencies; develops & monitors reports of statewide data to ensure user compliance with established rules, regulations, policies, & procedures; manages fleet credit card contract; acts as liaison between State Procurement in development of request for proposal to obtain fleet credit card services; acts as liaison between fleet credit card vendor & state agencies, colleges, universities, & State Accounting; develops, implements, & enforces policies & procedures pertaining to statewide fleet credit card program & ensures compliance; coordinates training sessions for fleet credit card related programs; stays current with fleet credit card industry standards.	Knowledge of (1) fleet management (i.e., vehicle leasing, rental, maintenance/repair, acquisition, disposal); (2) state fleet management policies & procedures*; (3) business administration; (4) public relations; (5) credit card program management (i.e., billing, account/card setup, security administration, dispute resolution, fraud prevention); (6) statistical analysis; (7) contract management Skill in (8) operating a PC & associate software (e.g., Microsoft Word, Excel, Access, PowerPoint, OAKS*); (9) fleet management information system (e.g., Fleet Ohio*); (10) fleet credit card software. Ability to (11) define problems, collect data, establish facts, draw valid conclusions & initiate solutions; (12) communicate effectively in written & oral form; (13) develop comprehensive analytic reports; (14) provide effective customer service; (15) analyze data.		
35	Manages state agency vehicle plans: develops criteria & formats for state agencies' vehicle plans; assists agencies in vehicle plan development; reviews & analyzes agencies' vehicle plans for compliance to ORC & OAC requirements, OFM requirements, departmental directives, executive orders, & best business practices; reviews & analyzes agencies' requests for motor vehicles; provides assistance to agencies regarding requests for motor vehicles; provides recommendations to State Fleet Administrator (SFA) on agencies' requests for motor vehicles; reviews & analyzes data in FleetOhio management information system & /or accounting system & provides fleet analysis, recommendations & prescribed information to SFA or to agencies as directed;	Knowledge of: 1, 2*, 3, 4, 6, 7, (16) marketing Skill in: 8, 9 Ability to: 11, 12, 13, 14, 15 * developed after employment.		
63123	List Position Numbers & Job Titles of Positions Directly Supervised:	SIGNATURE OF AGENCY REPRESENTATIVE 	DATE 12/30/13	

Apd 1.2.14 (cc)

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

POSITION NUMBER 20005637	<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 Senior 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 2 of 2
	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		
15	reviews & compares state travel mileage reimbursement data to agencies' vehicle plans; makes recommendations to SFA & /or agencies with regard to mileage reimbursement efficiency & adherence to ORC, OAC, executive order, DAS & OFM requirements & guidelines; develops policies & procedures; develops process to review & approve agencies' vehicle assignments; develops random auditing/sampling of agencies' fleet data & performance; provides performance data as specified by SFA. Researches & studies developments in fleet management industry & makes recommendations to SFA: makes recommendations to SFA &/or procurement officials on vehicle specifications or other vehicle related areas; 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, departmental, state & non-state meetings as representative of SFA, OFM, department, or state.		Knowledge of: 1, 2*, 3, 4, 6 (17) develop & facilitate training programs Skills in: 8, 9 Ability to: 11, 12, 13, 14, 15, (18) prepare and deliver speeches. <u>Position Specific Minimum Qualifications</u> 24 mos. experience in: managing and/or providing credit card services to include knowledge of billing process, account/card setup, security administration, dispute resolution procedures & fraud prevention; vehicle leasing, rental, maintenance & repairs, contracts, acquisition & disposal; operating a comprehensive fleet management information system that has functionality to monitor asset, maintenance, utilization, expense, assignment, & disposal information for fleet of vehicles. * developed after employment.		
JOB CODE 63123	List Position Numbers & Job Titles of Positions Directly Supervised:		SIGNATURE OF AGENCY REPRESENTATIVE 	DATE 12/30/13	

Adm 1.2.14 (e)