

POSITION DESCRIPTION

AGENCY/DEPT ID
DAS/DAS106225

DIVISION OR INSTITUTION
General Services Division

UNIT OR OFFICE
Properties & Facilities

COUNTY OF EMPLOYMENT
Franklin

Reclassification

New Position

Update

Position Hyperlinked to
Agency Organizational Tree

USUAL WORKING TITLE OF POSITION
Quality Assurance Program Manager

POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR
See Table of Organization

Permanent
 Temporary
 Intermittent

Classified
 Unclassified
 Essential

Overtime: Eligible Exempt
If FLSA Exempt, exemption type
Administrative

Bargaining Unit 22
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NORMAL WORKING HOURS (Explain unusual or rotating shift):

FROM: 8:00 a.m. TO: 4:00 p.m. (Mon. - Fri.) Report in location & work hours subject to change.

JOB DESCRIPTION AND WORKER CHARACTERISTICS

%	Job Duties in Order of Importance	Knowledge, Skills & Abilities
70	Assists in program direction by relieving State Chief Facilities Officer (SCFO) of a variety of difficult administrative duties related to quality assurance of facility operations & operational projects: formulates & implements policies & procedures related facility projects occurring in DAS managed buildings (e.g., Project Implementation & Execution Policies & Procedures; Permits, Inspections & Code Compliance Review Policies & Procedures; Project Review & Quality Assurance Policies & Procedures); oversees & leads facility operations projects from inception to completion; coordinates & works cooperatively with Facility Managers, Assistant Facility Managers, tenants, state agencies, & other government entities as required to complete projects efficiently; provides consultive advice to governmental entities on policies & procedures related to OPF-related operations; acts as Administrator's representative on Facility Operations Projects as assigned; maintains logs of any required documentation as project close-out & completion; works cooperatively with Business Operations staff to provide required billing information; maintains complete records & prepares timely reports regularly; serves as liaison between SCFO & subordinates; analyzes & evaluates projects & provides technical advice to aid Facility Managers & Assistant Facility Managers in decision making; performs audits on internal projects to ensure service contracts & contractor adhered to protocols & procedures; attends meetings with & on behalf of SCFO; supervises assigned staff (e.g., prepares performance evaluations, approves time & leave requests, administers discipline, trains & develops employees).	Knowledge of (1) project management; (2) business administration; (3) supervision of staff; (4) quality assurance & quality control methodology; (5) general accounting practices; (6) agency & state bookkeeping & procurement policies & procedures*; (7) DAS & OPF policies & procedures* Skill in (8) operation of computer & associated hardware & software (e.g. MS Word, Excel, Outlook, Access, KRONOS*, OAKS*) Ability to (9) write policy; (10) establish standards & procedures; (11) define problems, collect data, establish facts, draw valid conclusions & initiate solutions; (12) communicate effectively in written & oral form; (13) handle relevant issues as supervisor of work unit; (14) prioritize & efficiently handle multiple tasks; (15) prepare meaningful, concise & accurate reports; (16) establish work unit goals & give direction to staff; (17) respond to routine & sensitive inquiries with employees, general public, customers, vendors & officials.
30	Serves as administrator of OPF KRONOS timekeeping system; formulates & implements policies & procedures related to KRONOS; responsible for coordinating aspects of KRONOS software upgrades; provides training & assistance to managers & supervisors on system; installs & maintains KRONOS time clocks; reviews bi-weekly payroll for accuracy; prepares KRONOS interface with OAKS HCM system; researches & corrects payroll discrepancies & requests corrections; other duties as assigned (e.g., conducts CPR/First Aid & AED training for OPF employees, assists with hiring of staff as assigned by preparing interview questions, reviewing applications & participating on interview panel).	Knowledge of 2, 7* Skill in 8 Ability to 10, 11, 12, 13, 14, 15

*developed after employment.

List Position Numbers & Job Titles of Positions Directly Supervised:

See Table of Organization

SIGNATURE OF AGENCY REPRESENTATIVE

DATE

Jeffrey Westhoven/cc

2/6/13

POSITION NUMBER
20005710

JOB CODE TITLE
Program Administrator 2

JOB CODE
63123

apd 2-8-13 al