

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

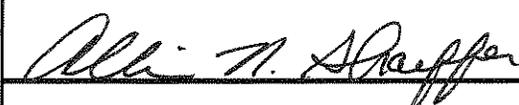
POSITION NUMBER 20005814 (20010.0)	<input type="checkbox"/> Reclassification <input type="checkbox"/> New Position <input checked="" type="checkbox"/> Update		Position Hyperlinked to <input type="checkbox"/>	
			Agency Organizational Tree	
	USUAL WORKING TITLE OF POSITION Executive Assistant to Deputy Director		POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR 20005412 Human Capital Management Administrator 2	
	<input checked="" type="checkbox"/> Permanent	<input type="checkbox"/> Classified	Overtime: <input type="checkbox"/> Eligible <input checked="" type="checkbox"/> Exempt	Bargaining Unit
	<input type="checkbox"/> Temporary	<input checked="" type="checkbox"/> Unclassified	If FLSA Exempt, exemption type:	
	<input type="checkbox"/> Intermittent			Page 1 of 2
	NORMAL WORKING HOURS (Explain unusual or rotating shift): FROM: 7:30 a.m. TO: 4:00 p.m.			
	JOB DESCRIPTION AND WORKER CHARACTERISTICS			
	%	Job Duties in Order of Importance	Knowledge, Skills & Abilities	
	60	Serves as Human Resources Division (HRD) Human Resources (HR) Manager (i.e., employee relations, payroll & special projects); acts as HR coordinator to division employees, managers & supervisors on all aspects of human resources (e.g., classification issues, staffing needs, definition of duties, determination of appropriate classifications for positions, workplace safety); attends division & non-division meetings on behalf of HRD Deputy Director; formulates & implements personnel policies & procedures & ensures adherence to state & federal personnel policies & procedures; recommends changes to current policies to facilitate efficiency; provides assistance & analysis to managers & supervisors in planning process for future staffing needs; coordinates HRD classification revisions for class plan amendments with Office of Employee Services (OES); writes position descriptions for new positions & makes changes to current position descriptions; assists managers in the review and revision of new or existing position descriptions; prepares &/or oversees preparation of personnel paperwork (e.g., Personnel Actions, Personnel Action Requests, Job Postings, divisional forms (e.g., ID badges, computer access); develops assessments & structured interview questions in conjunction with managers & supervisors; participates in structured interviews; monitors & analyzes payroll discrepancies; monitors & tracks employee evaluation process & personnel paperwork; maintains HRD's Table of Organization (TO) and compares with Funded Table of Organization (FTO); works closely with OES staff on personnel issues and processes; advises managers/supervisors on labor relations issues; confers with deputy director of HRD on direction for discipline matters; conducts administrative investigations & prepares reports; applies collective bargaining contract language, Ohio Revised Code, Ohio Administrative Code & federal laws, rules &	Knowledge of: (1) human resources management (e.g., classification issues, staffing needs, payroll, definition of duties, determination of appropriate classifications for positions, workplace safety); (2) Collective Bargaining contracts, Ohio Revised Code, Ohio Administrative Code, federal laws, rules & regulations relating to human resources issues (e.g., discipline, hiring layoffs, grievances, settlement agreement)*; (3) public/human relations; (4) labor relations; (5) agency/division policies & procedures*; (6) government structure & process*; (7) employee relations. Skill in: (8) use of personnel computer & associated software (e.g., MS Word, PeopleSoft HCM applications*). Ability to: (9) define problems, collect data, establish facts & draw valid conclusions; (10) communicate effectively in writing & verbally with technical & non-technical employees & senior management; (11) prioritize & deal with multiple issues/tasks simultaneously; (12) handle routine & sensitive contacts with employees, union representatives, other government & private business officials; (13) prepare meaningful, concise & accurate reports.	
Position is unclassified & overtime exempt				
List Position Numbers & Job Titles of Positions Directly Supervised:		SIGNATURE OF AGENCY REPRESENTATIVE	DATE	
		<i>Dee N. Shaffer</i>	3/17/09	

JOB CODE
63124

JOB TITLE
Administrative Assistant 4

HRD 3-23-09

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POSITION NUMBER 20005814 (20010.0) JOB TITLE Administrative Assistant 4 JOB CODE 63124	<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 Executive Assistant to Deputy Director		POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR 20005412 Human Capital Management Administrator 2	
	<input checked="" type="checkbox"/> Permanent <input type="checkbox"/> Temporary <input type="checkbox"/> Intermittent	<input type="checkbox"/> Classified <input checked="" type="checkbox"/> Unclassified	Overtime: <input type="checkbox"/> Eligible <input checked="" type="checkbox"/> Exempt If FLSA Exempt, exemption type:	Bargaining Unit Page 2 of 2
	NORMAL WORKING HOURS (Explain unusual or rotating shift): FROM: 7:30 a.m. TO: 4:00 p.m.			
	JOB DESCRIPTION AND WORKER CHARACTERISTICS			
	%	Job Duties in Order of Importance	Knowledge, Skills & Abilities	
	40	regulations relating to labor relations issues (e.g., reprimands, suspensions, fines, grievances, settlement agreements, layoff); provides guidance in discipline matters to managers & supervisors; works with OES Labor Relations on labor issues & attends hearings; assists with division budget process (e.g., Fundable Table of Organization, SWCAP); attends hearings trainings, conferences & seminars on trends in human resources & changes in civil service/employment law; responds to verbal & written inquiries. Responsible for oversight of the statewide combined charitable campaign (CCC); act as the director's representative & chair the public relations, application review & policy & procedure committees; participate in the RFP process for selection of vendor the manage the operations of the CCC; review policies & procedures & make recommendations for change; review procedures & make recommendations to improve accountability; report any inefficiencies or deviation for policy or contract with Combined Charitable Office; reviews & works with Department of Administrative Services (DAS) to approve all communications being sent from CCC; act on behalf of HRD Deputy Director (DD) by responding to all email inquiries directed to the DD; follows-up on forwarded emails to assure response; participates in special projects as directed by HRD DD; makes recommendations to DD based on findings to improve efficiencies; participates with DD or acts on DD's behalf at agency meetings to assess agency needs & provide recommendations to address &/or assist agencies. Position is unclassified & overtime exempt.	Knowledge of: 1, 2*, 3, 5*, 6*. Skill in: 8. Ability to: 9, 10, 11, 12, 13.	
	List Position Numbers & Job Titles of Positions Directly Supervised:		SIGNATURE OF AGENCY REPRESENTATIVE 	DATE 3/17/09