100-000R

POSITION DESCRIPTION

AGENCY/DEPT ID
Department of Administrative Services
DAS302220

DIVISION OR INSTITUTION	UNIT OR OFFICE	COUNTY OF EMPLOYMENT
Human Resources	HCM & Agency HR Support	Franklin

POSITION NUMBER 20005817

JOB TITLE Administrative Officer 3

JOB CODE 63133 APD 6/30/09 WB

☒ Reclassification ☐ New Position ☒ Update

Position Hyperlinked to ☐ Agency Organizational Tree

USUAL WORKING TITLE OF POSITION	POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR
Assistant Administrator	20005945 Human Resources Manager 4

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

NORMAL WORKING HOURS (Explain unusual or rotating shift):
FROM: 8:00 a.m. TO: 5:00 p.m.

JOB DESCRIPTION AND WORKER CHARACTERISTICS

%	Job Duties in Order of Importance	Knowledge, Skills & Abilities
75	Plans, directs & coordinates activities of the following units within the Office of HCM & Agency HR Support: HCM & Agency HR Support Front Desk, Customer Service Call Team, Agency HR Support, Records Services & HCM HR Position Management; identifies goals & objectives & defines program parameters; formulates & implements policies & procedures for assigned work groups; coordinates development of program components, rules & regulations; establishes timelines & assesses qualitative & quantitative effectiveness of programs & success rate once programs are in place; develops section budget; establishes fiscal controls & monitors expenditures; projects staffing needs & develops staffing plans; provides oversight in areas of specific program training & development assistance & ensures adequate training resources to meet needs of assigned work units & agencies served by division; responds to inquiries & complaints; revises policies & procedures to aid in alleviation of problematic areas & issues of contention; provides assistance to HCM & Agency HR Support Administrator as directed; supervises subordinate human resources staff; supervises & facilitates continuing career development of assigned staff.	Knowledge of (1) budgeting; (2) management; (3) human resources; (4) workforces planning; (5) agency policies & procedures*; (6) government structure & process (e.g., state agency table of organization & operational service delivery requirements)*, (7) state & federal laws, rules & regulations (e.g., Ohio Revised Code Chapters 124 & 4117, Ohio Administrative Code Chapter 123, Equal Pay Act, Rehabilitation Act, American with Disabilities Act, Title VII of the Civil Rights Act, Age Discrimination in Employment Act, collective bargaining agreements)*, (8) supervisory principles & techniques. Skill in (9) use of a personal computer & related hardware/software (e.g. MS Word, Excel, Peoplesoft*, Ohio Hiring Management System (OHMS)* Ability to (10) communicate effectively to diverse audiences; (11) define problems, collect data, establish facts & draw valid conclusions; counsel or exhort others on sensitive/controversial matters; (12) gather, collate & classify information about data, people or things. *developed after employment

List Position Numbers & Job Titles of Positions Directly Supervised:	SIGNATURE OF AGENCY REPRESENTATIVE	DATE
20005914: Mgt Anal Supv 1; 20005912 HR Anal Supv; 20005852, Mgt Anal Supv 2; 20005920; 20005921; 20005922, State Record Tech 1	Nancy O'Kelly	6-18-09

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Department of Administrative Services
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DIVISION OR INSTITUTION	UNIT OR OFFICE	COUNTY OF EMPLOYMENT
Human Resources	HCM & Agency HR Support	Franklin

POSITION NUMBER 20005817

JOB TITLE Administrative Officer 3

JOB CODE 63133 APD 6/30/09 UPA

☒ Reclassification ☐ New Position ☒ Update

Position Hyperlinked to ☐ Agency Organizational Tree

USUAL WORKING TITLE OF POSITION	POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR
Assistant Administrator	20005945 Human Resources Manager 4

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

NORMAL WORKING HOURS (Explain unusual or rotating shift):
FROM: 8:00 a.m. TO: 5:00 p.m.

JOB DESCRIPTION AND WORKER CHARACTERISTICS

%	Job Duties in Order of Importance	Knowledge, Skills & Abilities
25	Conducts staff meetings to apprise staff of goals, expectations & time constraints; attends conferences, seminars & meetings; reviews proposals for process improvement opportunities from assigned staff; performs other related administrative & public relations duties as assigned (e.g., attends in-service training, works on special projects as assigned). Position is overtime exempt.	Knowledge of 1, 2, 3, 4, 5*, 6*, 7*, 8. Skill in 9 Ability to 10, 11, 12 *developed after employment

List Position Numbers & Job Titles of Positions Directly Supervised:	SIGNATURE OF AGENCY REPRESENTATIVE	DATE
20005914: Mgt Anal Supv 1; 20005912 HR Anal Supv; 20005852, Mgt Anal Supv 2; 20005920; 20005921; 20005922, State Record Tech 1	Nancy J Kelly	6-18-09