100-000R

POSITION DESCRIPTION

AGENCY/DEPT ID
Administrative Services
DAS301100

DIVISION OR INSTITUTION	UNIT OR OFFICE	COUNTY OF EMPLOYMENT
Human Resources	Deputy Director's Office	Franklin

POSITION NUMBER 20005826

JOB TITLE Administrative Assistant 3

JOB CODE 63123

Appd 4/1/10 BMD

☒ Reclassification ☐ New Position ☐ Update

Position Hyperlinked to ☐ Agency Organizational Tree

USUAL WORKING TITLE OF POSITION: Administrative Assistant

POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR: 20005812 Deputy Director 6

☒ Permanent ☐ Temporary ☐ Intermittent

☐ Classified ☒ Unclassified

Overtime: ☐ Eligible ☒ Exempt

If FLSA Exempt, exemption type:

Bargaining Unit

NORMAL WORKING HOURS (Explain unusual or rotating shift):
FROM: 8:00 am TO: 5:00 pm

JOB DESCRIPTION AND WORKER CHARACTERISTICS

%	Job Duties in Order of Importance	Knowledge, Skills & Abilities
35	Acts for & relieves deputy director of a variety of difficult administrative duties: serves as liaison between deputy director & Human Resources Division (HRD) senior staff; communicates plans & directives to managers; monitors, analyzes, prepares & distributes information on status of statewide projects in the Human Resource Division (HRD); formulates & implements the HRD Agency Security Awareness Policy (ASAP); formulates & implements program policy & procedures as assigned;serves as liaison with agency human resource departments on variety of issues (e.g., processing concerns, policy issues, customer service issues, improvement opportunities); researches & responds to concerns from DAS divisions &/or agencies; gathers information, defines problems & provides resolution; identifies urgent needs of agencies received (e.g., phone calls, email) & coordinates meetings and/or communications to expedite awareness & provide responses to concerns; researches & prepares reports & recommendation for deputy director's approval on variety of issues & concerns within HRD; compares HRD senior managers work hours record against timesheets in Ohio Administrative Knowledge System (OAKS) Time & Labor to assist managers in assuring accurate time reporting prior to Deputy Director's approval; coordinates, monitors & reports on HRD project recommendations; provides support to HRD Assistant Deputy Director (e.g., research & respond to issues, coordinate & monitor projects).	Knowledge of: (1) agency/division policies & procedures*; (2) government structure & process (e.g., civil service, Ohio Revised Code, Ohio Administrative Code)*; (3) public relations; (4) human relations; (5) human resources. Skill in: (6) operation of personal computer & related hardware/software (e.g., Microsoft Word, Excel, PeopleSoft*);. Ability to: (7) apply principles to solve problems; (8) define problems, collect data, establish facts & draw valid conclusions; (9) maintain accurate records; (10) prepare meaningful, concise & accurate reports; (11) draft &/or edit administrative policies, procedures & documents; (12) handle inquiries from public & government officials; (13) resolve complaints from public & government officials; (14) handle sensitive & confidential information appropriately. *developed after employment

List Position Numbers & Job Titles of Positions Directly Supervised:

SIGNATURE OF AGENCY REPRESENTATIVE: [signature]

DATE: 4/1/10

100-000R

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Administrative Services
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USUAL WORKING TITLE OF POSITION	POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR
Administrative Assistant	20005812 Deputy Director 6

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

NORMAL WORKING HOURS (Explain unusual or rotating shift):
FROM: 8:00 am TO: 5:00 pm

JOB DESCRIPTION AND WORKER CHARACTERISTICS

%	Job Duties in Order of Importance	Knowledge, Skills & Abilities
35	Plans, coordinates & manages office functions for HRD deputy director (e.g., maintenance of deputy director's phone, blackberry, copiers & furniture); plans & coordinates deputy director's schedule (e.g., meetings, appointments, conferences, webinars); coordinates office moves (e.g., equipment moves, furniture, telephone lines); receives, reviews & distributes cell phone & centrex telephone bills for approval by user & supervisor & delivers all division approved invoices to Office of Finance; monitors & orders supplies for HRD (27th floor); tracks distribution & return of office keys & employee badges for HRD employees.	Knowledge of: 1*, 2*, 3, 4. Skill in: 6. Ability to: 7, 8, 9, 14, (15) gather, collate & classify information about data, people & things.
15	Manages business functions of HRD deputy director's office: prepares & administers budget materials; oversees fiscal controls for deputy director; authorizes expenditures & purchases on behalf of the deputy director; coordinates invoices, verifies & obtains all signatures required for approval; delivers approved invoices to Office of Finance;	Knowledge of: 1*, 2*, 3, 4, (16) budgeting/bookkeeping. Skill in: 6. Ability to: 9, 10.
15	Performs routine administrative duties: drafts documents, correspondence, directives & publications with statewide impact; opens mail & distributes to appropriate individuals for response; responds to email's on deputy director's behalf; attends meetings & takes notes as directed; performs other duties as assigned.	Knowledge of: 1*, 2*, 3, 4, 5. Skill in: 6. Ability to: 7, 8, 9, 10, 11, 14.

*developed after employment

List Position Numbers & Job Titles of Positions Directly Supervised:	SIGNATURE OF AGENCY REPRESENTATIVE	DATE
	B Gerhardstein	4/2/10