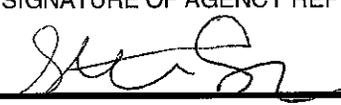


| | | |
|--|-----------------------------------|--|
| POSITION DESCRIPTION | | AGENCY/DEPT ID Department of Administrative Services DAS301000 |
| DIVISION OR INSTITUTION Human Resources | UNIT OR OFFICE Deputy Director | COUNTY OF EMPLOYMENT Franklin |

| | | | | |
|---|--|---|---|--|
| POSITION NUMBER 20005827 JOB CODE TITLE College Intern JOB CODE 99940 <i>Open 10.14.08</i> | <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 College Intern | | POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR 20005858 Business Continuity Manager | |
| | <input type="checkbox"/> Permanent <input checked="" type="checkbox"/> Temporary <input type="checkbox"/> Intermittent | <input type="checkbox"/> Classified <input checked="" type="checkbox"/> Unclassified | Overtime: <input checked="" type="checkbox"/> Eligible <input type="checkbox"/> Exempt | Bargaining Unit |
| | If FLSA Exempt, exemption type: | | Page 1 of 1 | |
| | NORMAL WORKING HOURS (Explain unusual or rotating shift): FROM: 7:30 a.m. TO: 4:30 p.m. (Flexible schedule available) | | | |
| | JOB DESCRIPTION AND WORKER CHARACTERISTICS | | | |
| | % | Job Duties in Order of Importance | Knowledge, Skills & Abilities | |
| | 80 | Under immediate supervision of the Business Continuity Manager, assists with the DAS onboarding/pilot of the enterprise business continuity planning tool, RPX, to include: proofs, enters, & uploads business continuity, disaster recovery, & other applicable emergency response plans into RPX; enters & troubleshoots user-level access to the system; communicates with key internal stakeholders; assists in meeting preparation & takes notes; uses Excel, Word, & other Microsoft Office products to prepare reports & presentations; conducts research & compiles data; creates and maintains spreadsheets; uses various software packages to assist staff (e.g., Network conferencing software (Microsoft SharePoint; Microsoft Access, Microsoft Internet Explorer; Adobe Systems). | Knowledge of (1) public administration or business administration (2) emergency management; (3) office practices & procedures; (4) agency policies & procedures*. Skill in (5) use of personal computer and related hardware/software (e.g., Microsoft Office suite). Ability to (6) deal with a variety of variables in somewhat unfamiliar context; (7) add, subtract, multiply & divide whole numbers; (8) maintain accurate records; (9) gather, collect, & classify information about dates, people, & things. | |
| | 20 | Provides routine clerical support: makes copies; scans documents for electronic use; creates, organizes, & maintains files; answers telephones; schedules meetings & appointments; attends meetings; prepares correspondence & responds to basic inquiries from State agency & general public. | Knowledge of: 1, 2, 3, 4*. Skill in: 5. Ability to: 6, 7, 8, 9. | |
| | | Position is unclassified per section 124.11(A)(12) of the Ohio Revised Code. | *developed after employment. | |
| List Position Numbers & Job Titles of Positions Directly Supervised: None | | SIGNATURE OF AGENCY REPRESENTATIVE  | DATE 6-4-11 | |