

<h1>POSITION DESCRIPTION</h1>	<h2>OHIO DEPARTMENT OF ADMINISTRATIVE SERVICES</h2>	AGENCY Department of Administrative Services
		DIVISION OR INSTITUTION Human Resources Division
		UNIT OR OFFICE Office of Compensation & Recruitment

POSITION NUMBER 20005839 (26318.0)	<input checked="" type="checkbox"/> State Agency <input type="checkbox"/> County Agency <input type="checkbox"/> New Position <input checked="" type="checkbox"/> Change	County of Employment Franklin
	USUAL WORKING TITLE OF POSITION Administrative Assistant	POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR 20005834 (22300.0) Human Resources Manager 4
	NORMAL WORKING HOURS (Explain unusual or rotating shift) 8:00 a.m. - 5:00 p.m.	
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	JOB DESCRIPTION AND WORKER CHARACTERISTICS	
	%      Job Duties in Order of Importance	Minimum Acceptable Characteristics
	60      Develops & implements policy for the Classification & Compensation wage study for the legislature & compliance reviews & relieves superior of variety of difficult administrative duties associated with program; develops compensation reports & charts (e. g., pay overlap, wage progression, workforce pay data); responds to programmatic issues/needs of staff; conducts & monitors task forces to develop communication plans & reporting techniques; develops reports including historical records & presents recommendation to supervisor; prepares reports to depict findings & prepares recommendations; plans, writes & implements goals under direction of supervisor; serves as liaison between administrator & subordinates, transmits decisions & directives, represents administrator at meetings & conferences; assumes responsibility & authority as designated in administrator's absence.	Knowledge of (1) budgeting, (2) management, (3) office practices & procedures, (4) state government policies & procedures*, (5) Ohio Administrative Code & Revised Code*, (6) business administration. Skill in (7) personal computer & related hardware & software (e. g., Microsoft Office). Ability to (8) ability to calculate fractions & decimals; (9) prepare meaningful, concise & accurate reports; (10) handle sensitive inquiries from & contacts with officials & general public.
	25      Analyzes & evaluates programs, procedures & policies through evaluation of compensation data & trends; provides technical advice to aid administrator in decision- making based on research & by working with staff to determine best documentation & verification/records documenting report validity; establishes report mechanisms & data base update methodology; develops reporting techniques; researches & responds to inquiries & complaints to the Office or Division; researches & composes response for supervisor's review; furnishes information & explains programs; works with Office of Communications for requests from the media; maintains appropriate level of confidentiality & briefs supervisors regarding any concerns; answers phones, schedules meetings for administrator & maintains confidential files of administrator.	Knowledge of 1, 2, 3, 4*, 5*, 6. Skill in 7. Ability to 8, 9, 10.
	15      Serves as back-up receptionist at Human Resources Division front desk reception area, greets applicants & visitors; answers telephone calls; relays messages to appropriate personnel; maintains literatures & supplies in the reception area; sorts, alphabetizes & photocopies applications as needed.	Knowledge of: 3, 4*, 5*, (11) public relations. Skill in: 7. Ability to: 10, (12) gather, collate & classify information.
	*developed after employment	
JOB CODE 63123	List Position Numbers & Titles of Positions Directly Supervised:	SIGNATURE OF AGENCY REPRESENTATIVE 
		DATE 10/7/08