

<b>POSITION DESCRIPTION</b>		AGENCY/DEPT ID Department of Administrative Services DAS302220
DIVISION OR INSTITUTION Human Resources	UNIT OR OFFICE HCM & Agency HR Support HCM Benefits & Payroll Time & Labor	COUNTY OF EMPLOYMENT Franklin

POSITION NUMBER 20005849	<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 Assistant Administrator		POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR 20005945 Human Resources Manager 4
	<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:

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: Payroll Time & Labor & HCM Benefits & Agency HR Support; 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* (7) payroll processing; (8) employee benefits processing; (9) state & federal laws, rules & regulations (e.g., Ohio Revised Code Chapters 124 & 4117, Ohio Administrative Code Chapter 123, collective bargaining agreements)*, (10) supervisory principles & techniques. Skill in (11) use of a personal computer & related hardware/software (e.g. MS Word, Excel, Peoplesoft*, Ohio Hiring Management System (OHMS))* Ability to (12) communicate effectively to diverse audiences; (13) define problems, collect data, establish facts & draw valid conclusions; counsel or exhort others on sensitive/controversial matters; (14) gather, collate & classify information about data, people or things.
	Position is in unclassified service per Section 124.11 (A) of Ohio revised Code & is overtime exempt	*developed after employment

JOB CODE APD 9-24-09 000  
63133  
 JOB TITLE Administrative Officer 3

List Position Numbers & Job Titles of Positions Directly Supervised: 20005878 Administrative Assistant 4 20005896 Management Analyst Supv. 2 20005912 HR Analyst Supv	SIGNATURE OF AGENCY REPRESENTATIVE 	DATE 9/21/03
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