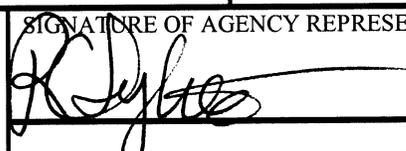


<h1 style="margin: 0;">POSITION DESCRIPTION</h1> <p style="text-align: center; margin: 10px 0;">OHIO DEPARTMENT OF ADMINISTRATIVE SERVICES</p>	AGENCY Department of Administrative Services
	DIVISION OR INSTITUTION Administrative Support
	UNIT OR OFFICE Office of Communications

POSITION NUMBER 20005880	<input checked="" type="checkbox"/> State Agency <input type="checkbox"/> County Agency <input checked="" type="checkbox"/> New Position <input type="checkbox"/> Change	County of Employment Franklin	
	USUAL WORKING TITLE OF POSITION Management Analyst Supervisor	POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR 200072119 Deputy Director 4	
	NORMAL WORKING HOURS (Explain unusual or rotating shift) 8:00 a.m. - 5:00 p.m.		Page 1 of 2
	JOB DESCRIPTION AND WORKER CHARACTERISTICS		
	%	Job Duties in Order of Importance	Minimum Acceptable Characteristics
75	Plans & develops business analyses & implements outreach & education activities for Department of Administrative Services (DAS) Office of Communications & serves as Statewide Services Liaison: plans & develops outreach & education strategies & material to assist state agencies in maximizing their use of DAS centralized services; researches & responds to inquiries & furnishes information & explains DAS issues & programs to director & other key state level decision makers; independently responds to concerns & inquiries posed by state employees, general public & special interest groups; develops & maintains constant contact with other state agency representatives in order to maximize efficiency & cut operational costs by utilizing DAS centralized services; acts as advisor & consultant to DAS senior team members in responding to agency customer needs (e.g., proposing maximum use of agency costs for DAS services).	Knowledge of (1) DAS & state agency laws, rules, policies & regulations (e.g., Ohio Revised Code & Administrative Code*); (2) government structure & process*; (3) public relations concepts & practices; (4) public administration; (5) resources available to research inquiries. Skill in (6) operation of personal computer, peripherals & associated software (e.g., word processing, spreadsheet, Internet); (7) dealing with high-level government officials. Ability to (8) read & comprehend legal documents; (9) understand government funding processes; (10) analyze, write & edit agency statements & other materials for publication; (11) prepare & deliver speeches before specialized audiences; (12) define problems, collect data, establish facts & draw valid conclusions.	
15	Represents DAS at Ohio Emergency Management Agency during crisis management: works closely with DAS divisions and other state agencies in coordinating assignment of call center staff to assist at state Emergency Operations Center; assists in preparation of DAS Director's response to state employees, general public & special interest groups pertaining to DAS crisis management &/or rapid reaction.	Knowledge of 1*, 2*, 3*, 4, 5 Skill in 6, 7 Ability to 8, 9, 10, 11, 12 *developed after employment	
JOB CODE 63216	List Position Numbers & Titles of Positions Directly Supervised:	SIGNATURE OF AGENCY REPRESENTATIVE 	
		DATE 8/14/07	

APD 9-6-07

