

POSITION DESCRIPTION		AGENCY/DEPT ID Department of Administrative Services DAS301000
DIVISION OR INSTITUTION Human Resources Division	UNIT OR OFFICE Pay Operations	COUNTY OF EMPLOYMENT Franklin

POSITION NUMBER 20005896	<input checked="" type="checkbox"/> Reclassification <input type="checkbox"/> New Position <input type="checkbox"/> Update		Position Hyperlinked to <input type="checkbox"/> Agency Organizational Tree	
	USUAL WORKING TITLE OF POSITION Assistant Deputy Director for HRD		POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR See Table of Organization	
	<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:	Bargaining Unit Page 1 of 2
	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
	<p>Acts as Assistant Deputy Director of the Department of Administrative Services (DAS), Human Resources Division (HRD) by directing HRD Pay Operations to include Application & Reporting, Pay Fiscal & HR Operations program areas: develops & administers services, financial & project performance levels; develops & implements strategies for continual improvement; develops & administers standard operating procedures; monitors performance levels & activities to ensure department/division service levels, goals & objectives are met; provides technical assistance & direction to business owners & project staff; provides guidance & direction on all technical matters for assigned program areas; writes & issues directives & memoranda; prepares reporting systems (e.g., work plan progress, performance measures, trends & future requirements) for assigned program areas; manages operations in accordance with established budget; makes budget recommendations; supervises assigned staff (e.g., provides developmental opportunities, coaches staff to foster development, focuses on job satisfaction, assigns work, evaluates performance, recommends discipline if necessary, provides feedback, approves time off).;</p> <p>This position is unclassified in accordance with ORC Section 124.11(A)(9)</p>	<p>Knowledge of: (1) business process & organizational engineering; (2) program & project engineering; (3) government structure & process*; (4) public relations; (5) marketing techniques. Skill in: (6) operation of a personal computer & related hardware/software (e.g., Microsoft Office, PeopleSoft). Ability to: work well with teams; (8) define business process & translate to system needs; (9) translate to end user system developers; (10) manage projects & maintain timelines; (11) deal with a large number of variables & determine appropriate course of action; (12) develop accurate & concise reports; (13) handle sensitive inquiries from & contacts with public & government officials; (14) project needed resources & time required for implementation.</p>

List Position Numbers & Job Titles of Positions Directly Supervised: See Table of Organization	SIGNATURE OF AGENCY REPRESENTATIVE 	DATE 8/20/14
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POSITION DESCRIPTION		AGENCY/DEPT ID Department of Administrative Services DAS301000
DIVISION OR INSTITUTION Human Resources Division	UNIT OR OFFICE Pay Operations	COUNTY OF EMPLOYMENT Franklin

POSITION NUMBER 20005896 JOB TITLE Deputy Director 4 JOB CODE 61314 <i>Amended 8.20.14 ac</i>	<input checked="" type="checkbox"/> Reclassification <input type="checkbox"/> New Position <input type="checkbox"/> Update		Position Hyperlinked to <input type="checkbox"/>	
	USUAL WORKING TITLE OF POSITION Assistant Deputy Director for HRD		POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR See Table of Organization	
	<input checked="" type="checkbox"/> Permanent <input type="checkbox"/> Temporary <input type="checkbox"/> Intermittent	<input checked="" type="checkbox"/> Classified <input type="checkbox"/> Unclassified	Overtime: <input type="checkbox"/> Eligible <input type="checkbox"/> Exempt If FLSA Exempt, exemption type:	Bargaining Unit Page 2 of 2
	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	
		<p>Manages operational projects: drafts & reviews general design documents; analyses & defines risks that may impact projects; defines specific activities to be performed to produce project deliverables; ensures scheduled time frames are met; resolves concerns & responds to inquiries; reports delivery problems & provides performance data to deputy director of HRD.</p> <p>Coordinates statewide programs by establishing & maintaining liaisons with public agencies, vendors & customers: attends conferences; provides information to acquaint stakeholders with services provided by HRD Pay Operations.</p> <p>This position is unclassified in accordance with ORC Section 124.11(A)(9)</p>	<p>Knowledge of: 1, 2, 3*, 4, 5 Skill in: 6 Ability to: 7, 8, 9, 10, 11, 12, 13, 14</p> <p>Knowledge of: 1, 2, 3*, 4, 5 Skill in: 6 Ability to: 7, 10, 11, 12, 13, 14.</p>	
	List Position Numbers & Job Titles of Positions Directly Supervised: See Table of Organization		SIGNATURE OF AGENCY REPRESENTATIVE 	DATE 8/20/14