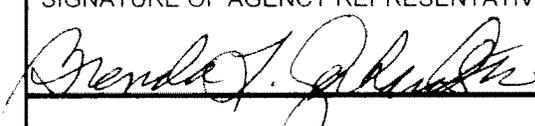


POSITION DESCRIPTION		AGENCY/DEPT ID Public Employees Health Care Board DAS301900
DIVISION OR INSTITUTION	UNIT OR OFFICE Public Employees Health Care Board	COUNTY OF EMPLOYMENT Franklin

POSITION NUMBER 20005897 JOB TITLE Administrative Assistant 4 JOB CODE 63124	<input checked="" type="checkbox"/> Reclassification <input checked="" type="checkbox"/> New Position <input type="checkbox"/> Update		Position Hyperlinked to <input type="checkbox"/> Agency Organizational Tree	
	USUAL WORKING TITLE OF POSITION Administrative Assistant		POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR 20005846 Deputy Director 5	
	<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 1
	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	
	40	Assists in program direction by supporting the Public Employee Health Care Board (PEHCB), Chief Benefits Officer of the Department of Administrative Services (DAS), Human Resources Division (HRD) with a variety of difficult administrative duties: assists in the development & evaluation of request for proposal (RFP) for the Public Employee Health Care Fund (PEHCF); serves as liaison between consultants, DAS & other public entities; coordinates with consultants to establish criteria & evaluation of the PEHCF report; formulates & implements policies to manage the data collection process for PEHCF report & tracks key deadlines & deliverables; plans, directs & implements research, accesses statewide resources & consults with other entities on design & development of survey instruments; assists with collection, cleaning & analysis of survey data collected from public employee health plans; carries out decisions & directives.	Knowledge of: (1) management; (2) public relations; (3) agency policies & procedures*; (4) government structure & process*; (5) office practices & procedures. Skill in: (6) operation of a personal computer & related hardware/software (e.g., MS Word, Excel, PowerPoint). Ability to: (7) define problems, collect data, establish facts & draw valid conclusions; (8) use proper research methods in gathering data; (9) gather, collate & classify information about people, data or things; (10) handle sensitive inquiries from & contact with officials & general public.	
	40	Independently initiates a variety of administrative actions to relieve the Chief Benefits Officer with the internal & external operations of the PEHCB: completes administrative tasks as required by ORC 9.901; serves as point of contact for all inquiries relating to ORC 9.901; answers inquiries & provides information (e.g., by telephone, written correspondence, email); maintains correspondence & tracking of projects as directed.	Knowledge of: 2, 3*, 4*, 5. Skill in: 6 Ability to: 7, 8, 9, 10.	
	20	Represents Chief Benefits Officer at meetings &/or conferences as directed; performs other related duties as assigned. Position is unclassified per ORC124.11(A)(9)	Knowledge of: 2, 3*, 4*, 5. Skill in: 6 Ability to: 7, 8, 9, 10. *developed after employment	
	List Position Numbers & Job Titles of Positions Directly Supervised:		SIGNATURE OF AGENCY REPRESENTATIVE 	DATE 6/25/11