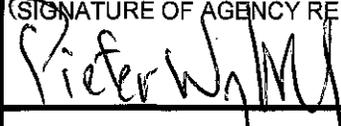


| | | |
|--------------------------------|--|---|
| POSITION DESCRIPTION | | AGENCY/DEPT ID Public Employees Health Care Program DAS101200 |
| DIVISION OR INSTITUTION ASD | UNIT OR OFFICE Public Employees Health Care Program | COUNTY OF EMPLOYMENT Franklin |

| | | | | |
|--|---|--|---|-------------------------------------|
| POSITION NUMBER 20005897 JOB TITLE Administrative Assistant 3 JOB CODE 63123 ARD 8-3-11 UAGS | <input type="checkbox"/> Reclassification <input type="checkbox"/> New Position <input checked="" type="checkbox"/> Update | | Position Hyperlinked to <input type="checkbox"/> | |
| | USUAL WORKING TITLE OF POSITION Administrative Assistant | | POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR 20006656 Policy Staff | |
| | <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 .. |
| | 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 Program (PEHCP), Legislative Liaison Officer of the Department of Administrative Services (DAS), Administrative Support Division (ASD) with a variety of difficult administrative duties: assists in the development & evaluation of request for proposal (RFP) for the PEHCP; serves as liaison between consultants, DAS & other public entities; coordinates with consultants to establish criteria & evaluation of the PEHCP report; formulates & implements policies to manage the data collection process for PEHCP 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 assist the Legislative Liaison Officer with the internal & external operations of the PEHCP: 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 Legislative Liaison Officer at meetings &/or conferences on PEHCP as directed; performs other related duties as assigned. | 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 | |
| | |  | 7/28/11 | |