

POSITION DESCRIPTION

OHIO DEPARTMENT OF ADMINISTRATIVE SERVICES

AGENCY
Department of Administrative Services

DIVISION OR INSTITUTION
Human Resources

UNIT OR OFFICE
Training & Development

POSITION NUMBER
20005932 (26108.0)

State Agency County Agency New Position Change

County of Employment
Franklin

USUAL WORKING TITLE OF POSITION
Administrative Assistant 3

POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR
20005924 (26000.0) Human Resources Manager 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
55	<p>Under administrative direction, relieves the Training & Development (T&D) administrator of a variety of administrative duties; formulates policies & procedures; acts as liaison between administrator & staff (e.g., transmits decisions & directives; monitors progress on time sensitive materials & special projects); provides advice to aid administrator & program managers in decision making (e.g., creates & monitors databases, gathers & analyzes data for evaluation & tracking of program information & statistical reports for program effectiveness); provides technical assistance (e.g., researches & implements new technological enhancements to improve & maintain programs); creates & maintains section & program Web sites; acts as representative for the section for the Electronic Learning Management System (ELM); develops & maintains databases for statewide use, trouble shoots technical & functional problems & resolves them; transition liaison between "Go Sign Me Up" & PeopleSoft ELM; assists in the creation of on-line training using development software.</p>	<p>Knowledge of: (1) office practices & procedures; (2) agency policies & procedures;* (3) workforce planning, (4) employee training & development, (5) human relations; (6) government structure & processes*. Skill in: (7) operation of a personal computer & associated hardware/software (e.g., MS Word, Excel, Access, Dreamweaver, PeopleSoft). Ability to: (8) define problems; collect data; establish facts & draw valid conclusions; (9) use proper research methods in gathering data; (10) proofread technical materials, recognize errors & make corrections; (11) prepares meaningful, concise & accurate reports; (12) maintain accurate records; (13) cooperate with co-workers on group projects.</p> <p>* developed after employment</p>

JOB CODE TITLE
Administrative Assistant 3

JOB CODE
63123

List Position Numbers & Titles of Positions Directly Supervised:

SIGNATURE OF AGENCY REPRESENTATIVE

DATE

[Handwritten Signature] 3-12-08

ADD 4-7-08

POSITION DESCRIPTION

OHIO DEPARTMENT OF ADMINISTRATIVE SERVICES

AGENCY
Department of Administrative Services

DIVISION OR INSTITUTION
Human Resources

UNIT OR OFFICE
Training & Development

State Agency County Agency New Position Change

County of Employment
Franklin

USUAL WORKING TITLE OF POSITION
Administrative Assistant 3

POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR
20005924 (26000.0) Human Resources Manager 4

NORMAL WORKING HOURS (Explain unusual or rotating shift)
8:00 a.m. - 5:00 p.m.

Page 2 of 2

JOB DESCRIPTION AND WORKER CHARACTERISTICS

%	Job Duties in Order of Importance	Minimum Acceptable Characteristics
35	Performs public relations duties; assists with development of T&D program publications to be placed on Web site; responds to questions & requests; develops & writes reports & responds to public inquiries; performs other related duties as needed.	Knowledge of: 1, 2*, 5, 6*, (14) human resources; (15) public relations. Skill in: 7. Ability to: (16) deal with problems involving several variables in familiar context; (17) apply principles to solve practical, everyday problems; (18) answers routine phone calls.
10	Interprets & administers the EPDP policy statewide; assists in reviewing policies, formulating procedures & processes for use of EPDP by state employees.	Knowledge of: 1, 2*, 5, 6*, 14, 15. Skill in: 7. Ability to: 16, 17, 18.
This position is overtime exempt.		* developed after employment

POSITION NUMBER
20005932 (26108.0)

JOB CODE TITLE
Administrative Assistant 3

JOB CODE
63123

List Position Numbers & Titles of Positions Directly Supervised:

SIGNATURE OF AGENCY REPRESENTATIVE

DATE

APD 4-2-08

[Handwritten Signature] 3/2/08