100-000U

POSITION DESCRIPTION

AGENCY/DEPT ID
Department of Administrative Services
DAS301620

DIVISION OR INSTITUTION	UNIT OR OFFICE	COUNTY OF EMPLOYMENT
Human Resources	Learning & Professional Development	Franklin

POSITION NUMBER 20005932

☐ Reclassification ☐ New Position ☒ Update

Position Hyperlinked to ☐ Agency Organizational Tree

USUAL WORKING TITLE OF POSITION: Administrative Assistant

POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR: 20005936 Training Program Manager

☒ Permanent ☐ Temporary ☐ Intermittent

☒ Classified ☐ Unclassified

Overtime: ☐ Eligible ☒ Exempt

If FLSA Exempt, exemption type:

Bargaining Unit

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

JOB TITLE: Administrative Assistant 3

JOB CODE: 63123

Approved 6/11/10 BMO

JOB DESCRIPTION AND WORKER CHARACTERISTICS

%	Job Duties in Order of Importance	Knowledge, Skills & Abilities
60	Relieves Ohio Certified Public Manager (OCPM) program manager of various program administrative duties (e.g., applicant processing, instructor/student list maintenance); researches & responds to OCPM inquiries & complaints; analyzes OCPM program data; assists program manager with reaccreditation of OCPM &: coordination of OCPM graduation; formulates & implements program policy; at direction of OCPM program manager assists other Office of Learning & Professional Development (LPD) program managers by updating developed training programs; conducts research & makes recommendations for purchases; creates skill & knowledge assessments; administers the Myers Briggs Type Indicator, Zoomerang & other evaluation tools.	Knowledge of (1) office practices & procedures ; (2) agency policies & procedures*; (3) workforce planning; (4) employee training & development; (5) human relations; (6) government structure & process*; (7) human resources; (8) public relations. Skill in: (9) operation of a personal computer & associated hardware/software (e.g., MS Word, Excel, Access, Dreamweaver, Camtasia, Captivate). Ability to: (10) define problems, collect data, establish facts & draw valid conclusions; (11) use proper research methods in gathering data; (12) proofread technical materials, recognize errors & make corrections; (13) prepare meaningful, concise & accurate reports; (14) maintain accurate records; (15) cooperate with co-workers on group projects; (16) deal with problems involving several variables in familiar context; (17) apply principles to solve practical, everday problems; (18) answer routine phone calls. *developed after employment

List Position Numbers & Job Titles of Positions Directly Supervised:

SIGNATURE OF AGENCY REPRESENTATIVE: [signature]

DATE: 6/11/10

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Bargaining Unit

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

JOB TITLE Administrative Assistant 3

JOB CODE 63123

Appd 6/11/16 BMD

JOB DESCRIPTION AND WORKER CHARACTERISTICS

%	Job Duties in Order of Importance	Knowledge, Skills & Abilities
15	Works as member of the internal team of Website update experts to ensure that the LPD Website is current & updated according to the Department of Administrative Services (DAS) Website standards; ensures that information is made available & appropriate back-up is maintained.	Knowledge of: 1; 2*; 3; 4; 5; 6*; 7; 8. Skill in: 9. Ability to: 10; 11; 12, 14; 15; 16.
15	Assists in administrative duties for LPD (e.g., administers the on-line enrollment system); provides back-up & assistance to administrative staff on telephone & office coverage; provides assistance to internal & external customers.	Knowledge of: 1; 2*; 3; 4; 5; 6*; 7; 8. Skill in: 9. Ability to: 10; 11; 12, 14; 15; 16; 17; 18.
10	Assists LPD Administrator by gathering & compiling data from program managers & statewide training database for quarterly & annual reports; communicates reports to all LPD staff members upon completion.	Knowledge of: 1; 2*; 3; 4; 5; 6*; 7; 8. Skill in: 9. Ability to: 10; 11; 12, 14; 15; 16; 17.
		*developed after employment
	This position is overtime exempt.	

List Position Numbers & Job Titles of Positions Directly Supervised:

SIGNATURE OF AGENCY REPRESENTATIVE: [signature]

DATE: 6/9/16