100-000U

POSITION DESCRIPTION

AGENCY/DEPT ID
Department of Administrative Servcies
DAS301840

DIVISION OR INSTITUTION	UNIT OR OFFICE	COUNTY OF EMPLOYMENT
Human Resources	Organizational Development Test Development	Franklin

POSITION NUMBER 20005939

☐ Reclassification ☐ New Position ☒ Update

Position Hyperlinked to ☐ Agency Organizational Tree

USUAL WORKING TITLE OF POSITION	POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR
Administrative Assistant	20005839 Human Capital Management Manager

☒ Permanent ☐ Temporary ☐ Intermittent	☒ Classified ☐ Unclassified	Overtime: ☐ Eligible ☒ Exempt If FLSA Exempt, exemption type:	Bargaining Unit Page 1 of 1

NORMAL WORKING HOURS (Explain unusual or rotating shift):
FROM: 8:00 am TO: 5:00 pm

JOB DESCRIPTION AND WORKER CHARACTERISTICS

%	Job Duties in Order of Importance	Knowledge, Skills & Abilities
40	Relieves supervisor of variety of difficult administrative duties associated with Test Management System (i.e., TMS) state-wide program: formulates & implements TMS state-wide program policy & procedures to include planning, writing & implementing program goals; analyzes & evaluates TMS & provides technical advice to program manager to aid in decision making; acts for & on behalf of test development program manager (e.g., speaks on behalf of the unit in reporting results of the TMS program; provides customer support to internal & external customers; responds to programmatic issues raised by staff, customers & vendor (i.e., NeoGov)); creates & maintains updates for TMS standard operating procedures manual; advises agencies regarding technical training; develops &/or presents TMS training curriculum, instructor/participant guides & other training materials (e.g., training manuals, job aids); coordinates state-wide training initiatives; monitors TMS to develop performance measures & reporting techniques; maintains communications with TMS program stakeholders.	Knowledge of: (1) agency/division policies & procedures (e.g., TMS program)*; (2) workforce planning; (3) employee training development; (4) public relations; (5) human relations; (6) government structure & process (e.g., civil service law)*; (7) human resource development; Skill in: (8) operation of personal computer & associated hardware/software (e.g., MS Office, TMS); Ability to: (9) interpret variety of technical material in books, journals & manuals; (10) calculate fractions, decimals & percentages; (11) design tools for test management; (12) prepare & make presentations; (13) draft &/or edit administrative policies, procedures & informational materials.
20	Serves as liaison between test development manager & subordinates: logs & assigns test review & PSMQ assignments; ensures telephone coverage for TMS issues; creates & maintains project timelines; transmits decisions & directives; represents supervisor at meetings & conferences; responds to needs of staff; assumes responsibility & authority as designated in supervisor's absence; develops familiarity with scope of programs, projects & procedures utilized within the Test Development unit.	Knowledge of: 1*, 2, 4, 5, 6*; 7; Skill in: 8; Ability to: 9, 10, 11, 12, 13. *developed after employment

JOB TITLE Administrative Assistant 3

JOB CODE 63123

Appd 3/18/10 BMO

List Position Numbers & Job Titles of Positions Directly Supervised:	SIGNATURE OF AGENCY REPRESENTATIVE	DATE
	[signature]	3/17/10

100-000U

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JOB DESCRIPTION AND WORKER CHARACTERISTICS

%	Job Duties in Order of Importance	Knowledge, Skills & Abilities
20	Develops reports & charts & conducts research related to the Test Development unit's projects including compiling historical records & collecting data & information from external customers (e.g., performs statewide resource assessment to create comprehensive listing of agency created tests; creates & maintains comprehensive list of tests developed by Test Development unit; testing reform); establishes report mechanisms & database update methodologies; develops reporting techniques; utilizes Excel, Word, PowerPoint & Visio to depict findings.	Knowledge of: 1*,2, 4, 5, 6*, 7; Skill in: 8; Ability to: 9, 10, 11, 12, 13; (14) gather, collate & classify information about data, people or things, (15) develop complex reports.
20	Researches & responds to inquires on behalf of the unit supervisor; researches & composes responses for supervisor's review; provides information & explains programs; works with the Office of Communication for requests from the media; provides administrative support services to supervisor (e.g., maintains supervisor's calendar, meeting planning, screen & return telephone calls, respond to email information requests); maintains appropriate levels of confidentiality & briefs supervisor regarding any concerns; coordinates & monitors Test Development web site updates; develops & administers other special programs & projects as assigned	Knowledge of: 1*, 2, 4, 5, 6*, 7; Skill in: 8; Ability to: 9, 10, 11, 12, 15.

JOB TITLE Administrative Assistant 3

JOB CODE 63123

Appd 3/18/10 BMO

List Position Numbers & Job Titles of Positions Directly Supervised:

SIGNATURE OF AGENCY REPRESENTATIVE: [signature]

DATE: 3/19/10