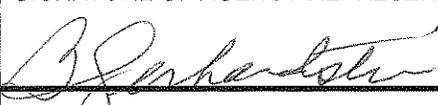


<b>POSITION DESCRIPTION</b>		AGENCY/DEPT ID Department of Administrative Services DAS301805
DIVISION OR INSTITUTION Human Resources	UNIT OR OFFICE Workforce Administration	COUNTY OF EMPLOYMENT Franklin

POSITION NUMBER 20005939           JOB TITLE Administrative Assistant 3           JOB CODE 63123	<input type="checkbox"/> Reclassification <input type="checkbox"/> New Position <input checked="" 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 20005839 Human Capital Management Manager		
	<input checked="" type="checkbox"/> Permanent <input type="checkbox"/> Temporary <input type="checkbox"/> Intermittent	<input checked="" type="checkbox"/> Classified <input type="checkbox"/> Unclassified	Overtime: <input type="checkbox"/> Eligible <input checked="" type="checkbox"/> Exempt If FLSA Exempt, exemption type:		Bargaining Unit  Page 1 of 2
	NORMAL WORKING HOURS (Explain unusual or rotating shift): FROM: 8:00 am TO: 5:00 pm				
	<b>JOB DESCRIPTION AND WORKER CHARACTERISTICS</b>				
	%	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	
	List Position Numbers & Job Titles of Positions Directly Supervised:			SIGNATURE OF AGENCY REPRESENTATIVE	
					
			DATE 6/11/10		

