

# POSITION DESCRIPTION

OHIO DEPARTMENT OF ADMINISTRATIVE SERVICES

AGENCY  
Department of Administrative Services

DIVISION OR INSTITUTION  
Human Resources Division

UNIT OR OFFICE  
Office of Compensation & Recruitment

POSITION NUMBER  
20005939 (26318.0)

State Agency     County Agency     New Position     Change

County of Employment  
Franklin

USUAL WORKING TITLE OF POSITION  
Administrative Assistant

POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR  
20005834 (22300.0) Human Resources Manager 4

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

## JOB DESCRIPTION AND WORKER CHARACTERISTICS

%	Job Duties in Order of Importance	Minimum Acceptable Characteristics
60	Develops & implements policy for the Classification & Compensation wage study for the legislature & compliance reviews & relieves superior of variety of difficult administrative duties associated with program; develops compensation reports & charts (e. g., pay overlap, wage progression, workforce pay data); responds to programmatic issues/needs of staff; conducts & monitors task forces to develop communication plans & reporting techniques; develops reports including historical records & presents recommendation to supervisor; prepares reports to depict findings & prepares recommendations; plans, writes & implements goals under direction of supervisor; serves as liaison between administrator & subordinates, transmits decisions & directives, represents administrator at meetings & conferences; assumes responsibility & authority as designated in administrator's absence.	Knowledge of (1) budgeting, (2) management, (3) office practices & procedures, (4) state government policies & procedures*, (5) Ohio Administrative Code & Revised Code*, (6) business administration. Skill in (7) personal computer & related hardware & software (e. g., Microsoft Office). Ability to (8) ability to calculate fractions & decimals; (9) prepare meaningful, concise & accurate reports; (10) handle sensitive inquiries from & contacts with officials & general public.
25	Analyzes & evaluates programs, procedures & policies through evaluation of compensation data & trends; provides technical advice to aid administrator in decision-making based on research & by working with staff to determine best documentation & verification/records documenting report validity; establishes report mechanisms & data base update methodology; develops reporting techniques; researches & responds to inquiries & complaints to the Office or Division; researches & composes response for supervisor's review; furnishes information & explains programs; works with Office of Communications for requests from the media; maintains appropriate level of confidentiality & briefs supervisors regarding any concerns; answers phones, schedules meetings for administrator & maintains confidential files of administrator.	Knowledge of 1, 2, 3, 4*, 5*, 6. Skill in 7. Ability to 8, 9, 10.
15	Serves as back-up receptionist at Human Resources Division front desk reception area, greets applicants & visitors; answers telephone calls; relays messages to appropriate personnel; maintains literatures & supplies in the reception area; sorts, alphabetizes & photocopies applications as needed.	Knowledge of: 3, 4*, 5*, (11) public relations. Skill in: 7. Ability to: 10, (12) gather, collate & classify information.  *developed after employment

JOB CODE TITLE  
Administrative Assistant 3

JOB CODE  
63123

List Position Numbers & Titles of Positions Directly Supervised:

SIGNATURE OF AGENCY REPRESENTATIVE

DATE

*John A. Duff*

10/9/08

ADD 10-208