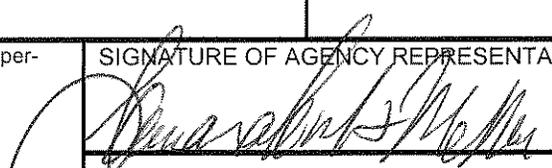
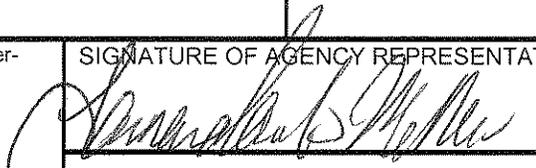


POSITION DESCRIPTION		AGENCY/DEPT ID Department of Administrative Services DAS301200
DIVISION OR INSTITUTION Human Resources	UNIT OR OFFICE Learning & Professional Development	COUNTY OF EMPLOYMENT Franklin

POSITION NUMBER 20005940 JOB TITLE Administrative Assistant 1 JOB CODE APD 6-15-06 63121	<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 20005931 Management Analyst Supervisor 2	
	<input checked="" type="checkbox"/> Permanent <input type="checkbox"/> Temporary <input type="checkbox"/> Intermittent	<input checked="" type="checkbox"/> Classified <input type="checkbox"/> Unclassified	Overtime: <input checked="" type="checkbox"/> Eligible <input type="checkbox"/> Exempt If FLSA Exempt, exemption type:	Bargaining Unit 14 Page 1 of 2
	NORMAL WORKING HOURS (Explain unusual or rotating shift): FROM: 8 a.m. TO: 5:00 p.m.			
	JOB DESCRIPTION AND WORKER CHARACTERISTICS			
	%	Job Duties in Order of Importance	Knowledge, Skills & Abilities	
	40	Assists in program direction by relieving Exempt Professional Development Program Manager of routine administrative duties to maintain programs & provide for program expansion; responds to inquiries & complaints from general public, internal & external customers (e.g., state, local, & municipal government employees) about Exempt Professional Development Programs (EPDP) (e.g., Exempt Tuition Reimbursement Program & Exempt Computer Purchase Plan Program); uses personal computer & software applications (e.g., Excel, MS Word, Access database, PowerPoint & MS Publisher) to design, write & prepare written materials (e.g., correspondence, payment requests) to calculate reimbursement & loan amounts; input data into Professional Development data base; performs searches in Ohio Administrative Knowledge System (OAKS) Financial (FIN) & Human Capital Management (HCM) to verify employee information for participation in EPDP; processes various other documents (e.g., applications; financial documents including invoices, reissued checks & reimbursement request) & maintains database; provides meeting support for Program Manager (e.g., locates & schedules sites, prepares meeting materials, take & distributes minutes, invites attendees); resolves complex invoice payment problems; serves as liaison to the office of finance; produces program marketing materials.	Knowledge of: (1) public/human relations; (2) office practices & procedures; (3) state government organization*; (4) agency policies & procedures*; Skill in: (5) operation of a personal computer to create, edit/revise, store & purge documents using office systems software (e.g., MS Word, Excel including formulas, Access & PeopleSoft. Ability to: (6) deal with problems involving several variables in familiar & unfamiliar context; (7) apply principles to solve everyday problems; (8) interpret variety of instructions in written & oral form; (9) add, subtract, multiply & divide whole numbers; (10) copy material accurately & recognize grammatical & spelling errors; (11)	
			*develop after employment	
	List Position Numbers & Job Titles of Positions Directly Supervised:		SIGNATURE OF AGENCY REPRESENTATIVE	DATE
				9/5

POSITION DESCRIPTION		AGENCY/DEPT ID Department of Administrative Services DAS301200
DIVISION OR INSTITUTION Human Resources	UNIT OR OFFICE Learning & Professional Development	COUNTY OF EMPLOYMENT Franklin

POSITION NUMBER 20005940 JOB TITLE Administrative Assistant 1 JOB CODE 63121	<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 20005931 Management Analyst Supervisor 2	
	<input checked="" type="checkbox"/> Permanent <input type="checkbox"/> Temporary <input type="checkbox"/> Intermittent	<input checked="" type="checkbox"/> Classified <input type="checkbox"/> Unclassified	Overtime: <input checked="" type="checkbox"/> Eligible <input type="checkbox"/> Exempt If FLSA Exempt, exemption type:	Bargaining Unit 14 Page 2 of 2
	NORMAL WORKING HOURS (Explain unusual or rotating shift): FROM: 8 a.m. TO: 5:00 p.m.			
	JOB DESCRIPTION AND WORKER CHARACTERISTICS			
	%	Job Duties in Order of Importance	Knowledge, Skills & Abilities	
	35	Provides tracking support for EPDP programs; generates reports from database (e.g., delinquent account reports, quarterly & annual participation reports); adjusts mismatched loans; prepares statistical & program surveys; enters data into tracking & reporting system for Exempt Professional Development programs (e.g., adds vendors, records employee payments, adds provider/credit type, grades & classes); maintains confidentiality of grades; receives applications; logs student information & course registration information into database.	Knowledge of: 2, 3*, 4*. Skill in: 5. Ability to: 6, 7, 8, 9, 10, 11, 12, 13, 15.	
	15	Furnishes information & explains statewide program to customers (e.g., represents EPDP at educational fairs, answers customers walk-in/phone & written inquiries; provides customer service by independently answering questions & inquiries regarding programs, policies, procedures, enrollment & computer loan status).	Knowledge of: 1, 2, 3*. Skill in: 5. Ability to: 6, 7, 8, 15.	
	10	Solicits & receives feedback from customer agencies regarding effectiveness of procedures (e.g., student applications, attendance & release time policies & reports, administrative policies for processing applications); performs other related duties; maintains procedure manual; maintains inventory of program resources (e.g., application forms, supplies & teaching materials); responsible for records retention (e.g., retention schedule, packing for storage & retrieving stored files).	Knowledge of: 1, 2, 3*, 4*. Skill in: 5. Ability to: 6, 7, 8, 9, 10, 11, 12, 13, 15.	
			*develop after employment	
List Position Numbers & Job Titles of Positions Directly Supervised:		SIGNATURE OF AGENCY REPRESENTATIVE	DATE	
			5/5/09	