

POSITION DESCRIPTION

AGENCY/DEPT ID
Administrative Services
DAS301620

DIVISION OR INSTITUTION
Human Resources

UNIT OR OFFICE
Learning & Professional Development

COUNTY OF EMPLOYMENT
Franklin

POSITION NUMBER
20005942

Reclassification

New Position

Update

Position Hyperlinked to

Agency Organizational Tree

USUAL WORKING TITLE OF POSITION

Administrative Assistant 2

POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR

20005932 Administrative Assistant 3

Permanent
 Temporary
 Intermittent

Classified
 Unclassified

Overtime: Eligible Exempt

If FLSA Exempt, exemption type:

Bargaining Unit

Page 1 of 2

NORMAL WORKING HOURS (Explain unusual or rotating shift):

FROM: 8:00 a.m.

TO: 5:00 p.m.

JOB DESCRIPTION AND WORKER CHARACTERISTICS

%	Job Duties in Order of Importance	Knowledge, Skills & Abilities
60	<p>Assist in program direction by relieving manager of non-routine administrative duties; formulates & interprets administrative policies & procedures as they pertain to exempt employee professional development funds (EPDP) & bargaining unit professional development funds EEA (employee education assistance), (i.e. OSTA, 1199, OEA, FOP) to ensure compliance with program goals & collective bargaining agreements; receives, analyzes & approves applications for reimbursement for expenses associated with employee professional development; sends approvals for reimbursement to the Office of Shared Services for payment; responds to inquiries & complaints from general public, internal & external customers, state employees, union & management representatives on professional development funds; uses personal computer to design, write & prepare written materials (e.g. correspondence, payment requests) & calculate reimbursement amounts; enters data into database; performs searches in Ohio Administrative Knowledge System (OAKS) Financial & Human Capital Management (HCM) to verify employee information for participation in programs; verifies employee addresses & ensures addresses are correct in OAKS Financial for purposes of distributing reimbursement checks; tracks usage to ensure compliance with program guidelines; creates reports; processes various other documents (e.g. applications; financial documents including invoices, reissued checks & reimbursement requests) & maintains database; resolves complex invoice payment problems; serves as a liaison to the Office of Finance & the Office of Shared Services, other state agencies & unions; attends meetings regarding professional development programs; produces program marketing materials.</p>	<p>Knowledge of: (1) public/human relations; (2) office practices & procedures; (3) state government structure & process*, (4) agency policies & procedures*. Skill in: (5) operation of a personal computer & related hardware/software (e.g. MS Word, Excel, including formulas, Access). 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 materials accurately & recognize grammatical & spelling errors; (11) maintain accurate records; (12) prepare meaningful, concise & accurate reports; (13) gather, collate & classify information about data, people or things; (14) cooperate with co-workers in group projects; (15) handle routine/sensitive telephone/in person inquires from employees, officials & general public.</p> <p>*Developed after employment.</p>

List Position Numbers & Job Titles of Positions Directly Supervised:

SIGNATURE OF AGENCY REPRESENTATIVE

DATE

B. P. [Signature]

8/10/10

JOB CODE
63122

JOB TITLE
Administrative Assistant 2

App'd 8/10/10 BMD

POSITION DESCRIPTION

AGENCY/DEPT ID
Administrative Services
DAS301620

DIVISION OR INSTITUTION
Human Resources

UNIT OR OFFICE
Learning & Professional Development

COUNTY OF EMPLOYMENT
Franklin

POSITION NUMBER
20005942

Reclassification

New Position

Update

Position Hyperlinked to

Agency Organizational Tree

USUAL WORKING TITLE OF POSITION

Administrative Assistant 2

POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR

20005932 Administrative Assistant 3

Permanent

Classified

Overtime: Eligible Exempt

Bargaining Unit

Temporary

Unclassified

If FLSA Exempt, exemption type:

Intermittent

Page 2 of 2

NORMAL WORKING HOURS (Explain unusual or rotating shift):

FROM: 8:00 a.m.

TO: 5:00 p.m.

JOB DESCRIPTION AND WORKER CHARACTERISTICS

%	Job Duties in Order of Importance	Knowledge, Skills & Abilities
20	Provides fiscal & tracking support for Exempt & Union Professional Development programs; generates reports from database (e.g. quarterly & annual participations reports); researches & analyzes programs; prepares statistical & program surveys; enters data into tracking & reporting system (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.
20	Provides information & explains statewide program to customers; represents agency at educational fairs; provides customer service by independently answering questions & inquiries regarding programs, policies, procedures, enrollment status in person, by telephone or in writing; solicits & receives feedback from customer agencies regarding effectiveness of program; analyzes feedback & makes necessary changes to ensure customer satisfaction; maintains procedural manuals; maintains inventory of program resources, necessary forms & promotional materials; responsible for records retention (e.g. retention schedule, packing boxes for storage & retrieving stored files); performs other duties as assigned.	Knowledge of: 1, 2, 3*, 4*. Skill in: 5. Ability to: 6, 7, 8, 9, 10, 11, 12, 13, 15.

*Developed after employment.

JOB CODE
63122

JOB TITLE
Administrative Assistant 2

Appd 8/10/10 GMD

List Position Numbers & Job Titles of Positions Directly Supervised:

SIGNATURE OF AGENCY REPRESENTATIVE

DATE

Richard Stein 8/10/10