POSITION DESCRIPTION

		AGENCY/DEPT ID Department of Administrative Services DAS301000
DIVISION OR INSTITUTION Human Resources Division	UNIT OR OFFICE Office of Talent Management	COUNTY OF EMPLOYMENT Franklin

POSITION NUMBER 20005942

☐ Reclassification ☐ New Position ☒ Update

Position Hyperlinked to ☐ Agency Organizational Tree

USUAL WORKING TITLE OF POSITION	POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR
Administrative Professional 2	See Table of Organization

☐ 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 TITLE Administrative Professional 2

JOB CODE 16872 Appl. 12.10.14

JOB DESCRIPTION AND WORKER CHARACTERISTICS

%	Job Duties in Order of Importance	Knowledge, Skills & Abilities
60	Relieves Office of Talent Management administrator & managers of routine administrative duties, make recommendations regarding program activities & assist in developing new procedures related to established program policy; maintains webpages for the office including the Consulting Psychologists Press (e.g. MBTI assessments, updating batches, printing assessments, website renewal); posts updated communications, calendars, links, resources, etc.; retains office business plan, workforce plans & people plans to assure plans are followed, are up-to-date & communicated; keeps the list of agency / analyst assignments current: maintains project roster with who is working on what projects to help identify available resources; assists in assembling presentations &/or materials for meetings/trainings; maintains office & administrator calendar & assists managers individually, as needed; create and update office surveys(e.g. Survey Monkey); responds to & provides updates for when records need purged per the records retention schedule(s).	**Knowledge of:** (1) public/human relations; (2) office practices & procedures (e.g., rules & regulations relating to office)*; (3) agency policies & procedures*;(4) records retention **Skill in:** (5) operation of a personal computer & related hardware/software (e.g., Microsoft Office products); (6) operation of office equipment (copier, fax & projector). **Ability to:** (7) deal with problems involving several variables in familiar & unfamiliar context; (8) apply principles to solve everyday problems; (9) copy materials accurately & recognize grammatical & spellings errors; (10) maintain accurate records; (11) gather collate & classify information about data, people or things; (12) cooperate with coworkers in group projects; (13) handle routing/sensitive telephone/in person inquiries from employees, officials & general public (14) interpret a variety of instructions in written & oral form.
20	Assists in developing new procedures related to established program policy, serves as liaison between administrator & subordinates, transmits decisions & directives & represents administrator at meetings to collect information; manages business functions of administrator's office; works as backup to agency administrator in the ELM system (e.g. create and update programs); prepares purchase requests, supply orders and copy center print orders; performs public relations duties; researches & responds to inquiries & complaints; furnishes information & explains programs to public; responds to office general line inquiries at Tier 1 level to support office applications (e.g., OHMS, ePerformance, etc.); directs callers to resources available on the website (e.g., class plan, PSMQ resources, job aids, manuals, etc.).	**Knowledge of:** 1, 2*, 3* **Skill in:** 5 **Ability to:** 7, 8, 9, 10, 11, 12, 13, 14. *developed after employment.

List Position Numbers & Job Titles of Positions Directly Supervised:	SIGNATURE OF AGENCY REPRESENTATIVE	DATE
	Kimberly M. Mulstead	12/10/14

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Administrative Professional 2	See Table of Organization

☒ Permanent ☐ Temporary ☐ Intermittent	☒ Classified ☐ Unclassified	Overtime: ☒ Eligible ☐ Exempt If FLSA Exempt, exemption type:	Bargaining Unit Page 2 of 2

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FROM: 8:00 a.m. TO: 5:00 p.m.

JOB TITLE Administrative Professional 2

JOB CODE 16872 Appd 12.10.14 AC

JOB DESCRIPTION AND WORKER CHARACTERISTICS

%	Job Duties in Order of Importance	Knowledge, Skills & Abilities
10	Drafts correspondence; researches responses to inquiries; compiles data for quarterly reports; prepares reports, gathers statistics & may compile in report form; prepares contracts (e.g. new and renewals); performs research & writes reports to present straightforward information; assists with filing class plan changes with Secretary of State, drafting audit letters, PSMQ approvals, memos to agencies to communicate program changes for operating units, etc.	**Knowledge of:** 1, 2*, 3* **Skill in:** 5 **Ability to:** 7, 8, 9, 10, 11, 12, 13, 14.
10	Establishes office procedures; revises content of manuals & notebooks (e.g., standard operating procedures); check mail & disseminates to appropriate office unit; maintains office supplies in copy machines, replaces shred machines bags when emptied; communicates when machines are out of service; assists in getting services provided.	**Knowledge of:** 1, 2*, 3* **Skill in:** 5, 6 **Ability to:** 7, 8, 9, 10, 11, 12, 13, 14.
		*developed after employment.

List Position Numbers & Job Titles of Positions Directly Supervised:	SIGNATURE OF AGENCY REPRESENTATIVE	DATE
	[signature]	12/10/14