

<b>POSITION DESCRIPTION</b>		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  JOB TITLE Administrative Professional 2  JOB CODE 16872 <i>Open 7.8.14</i>	<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 Professional 2		POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR See Table of Organization	
	<input type="checkbox"/> Permanent <input type="checkbox"/> Temporary <input type="checkbox"/> Intermittent	<input 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 a.m.    TO: 5:00 p.m.			
	<b>JOB DESCRIPTION AND WORKER CHARACTERISTICS</b>			
%	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; 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; responds to & provides updates for when records need purged per the records retention schedule(s).	<b>Knowledge of:</b> (1) public/human relations; (2) office practices & procedures (e.g., rules & regulations relating to office)*; (3) agency policies & procedures*; (4) records retention <b>Skill in:</b> (5) operation of a personal computer & related hardware/software (e.g., Microsoft Office products); (6) operation of office equipment (copier, fax & projector). <b>Ability to:</b> (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 co-workers 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; prepares purchase requests; 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.).	<b>Knowledge of:</b> 1, 2*, 3* <b>Skill in:</b> 5 <b>Ability to:</b> 7, 8, 9, 10, 11, 12, 13, 14.		
List Position Numbers & Job Titles of Positions Directly Supervised:		SIGNATURE OF AGENCY REPRESENTATIVE 	DATE 7-8-14	

