

POSITION DESCRIPTION		AGENCY/DEPT ID Department of Administrative Services DAS301910
DIVISION OR INSTITUTION Human Resources Division	UNIT OR OFFICE Benefits Administration	COUNTY OF EMPLOYMENT Franklin

POSITION NUMBER 20005944	<input type="checkbox"/> Reclassification <input type="checkbox"/> New Position <input 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 20005846 Deputy Director 5	
	<input checked="" type="checkbox"/> Permanent <input type="checkbox"/> Temporary <input type="checkbox"/> Intermittent	<input type="checkbox"/> Classified <input checked="" type="checkbox"/> Unclassified <input type="checkbox"/> Essential	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.				

JOB DESCRIPTION AND WORKER CHARACTERISTICS		
%	Job Duties in Order of Importance	Knowledge, Skills & Abilities
65	Acts for administrator; researches, reviews & analyzes ongoing benefits projects for the Benefits Administration Section (BAS); formulates & implements dependent eligibility & qualifying event policies : responsible for assisting Benefits Administrator in monitoring, analyzing preparing & disseminating information on the status of the state benefit plans; responsible for working with BAS program managers to collect, organize & analyze data for presentation to the Benefits Administrator, Joint Health Care Committee & internal constituencies; responds to programmatic issues/ needs of staff; leads & monitors task forces; plans, writes & implements departmental goals; serves as liaison between administrator & benefits managers, transmits decisions & directives, represents administrator at meetings & conferences, assumes responsibility & authority in administrator's absence, manages office functions for administrator (e.g., tracking of performance evaluations, manage schedules & project timelines); analyzes & evaluates programs, procedures & policies; provides technical advice to aid administrators in decision making; researches & responds to inquiries & complaints; furnishes information to public, legislators; writes position papers & reports; liaison with finance office to assist with budget development for administrator; authorizes expenditures & purchases; develops & administers special programs & projects.	Knowledge of: (1) benefits administration; (2) office practices & procedures; (3) English grammar & composition, (4) administrative practices & procedures (5) agency policies & procedures*; (6) government structure & process*. Skill in: (7) Operations of a personal computer, (e.g., Word, Excel, Access, PowerPoint, PeopleSoft), (8) equipment operation (e.g., fax machine, copier, printer) Ability to: (9) apply principles to solve practical, every day problems; (10) define problems, collect data, establish facts & draw valid conclusions, (11) maintain accurate records; (12) prepare meaningful, concise & accurate reports; (13) handle sensitive inquiries from & contacts with officials and general public; (14) resolve complaints from angry citizens & government officials. (15) originate routine business letters & materials reflecting standard procedures, (16) gather, collate & classify information about data, people & things, (17) handle sensitive & confidential information appropriately
	Position is unclassified & overtime exempt	*developed after employment

List Position Numbers & Job Titles of Positions Directly Supervised:	SIGNATURE OF AGENCY REPRESENTATIVE 	DATE 9/14/10
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JOB CODE 63123
 Appd 9/14/10 Bmo
 JOB CODE TITLE Administrative Assistant 3

