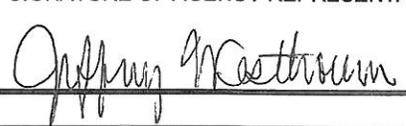


POSITION DESCRIPTION		AGENCY/DEPT ID DAS/DAS105770
DIVISION OR INSTITUTION General Services Division	UNIT OR OFFICE State Printing & Mail Services	COUNTY OF EMPLOYMENT Franklin

POSITION NUMBER 20006535 JOB CODE TITLE Management Analyst Supervisor 1 JOB CODE 63215	<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 Mainframe Printing – Third Shift Manager		POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR 20005596 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 <input checked="" type="checkbox"/> Essential	Overtime: <input type="checkbox"/> Eligible <input checked="" type="checkbox"/> Exempt If FLSA Exempt, exemption type: Administrative	Bargaining Unit 22 Page 2 of 2
	NORMAL WORKING HOURS (Explain unusual or rotating shift): FROM: 12:00AM TO: 8:30AM Report in location subject to change.			
	JOB DESCRIPTION AND WORKER CHARACTERISTICS			
	%	Job Duties in Order of Importance	Knowledge, Skills & Abilities	
	20	Establishes guidelines to assess efficiency of Mainframe Printing operations: observes work & monitors relevant indicators to ensure that employees conform to production & processing standards; analyzes & interprets internal processes; responds to questions on production & equipment issues; collects data from analyses to generate reports.	Knowledge of 1*, 2, 4, 7, (14) data analysis Skill in 8 Ability to 9, 10, 11, 13, (15) prepare meaningful, concise & accurate reports.	
	10	Performs other related duties as assigned (e.g., attends staff meetings & training, makes presentations at meetings, communicates with other departments & divisions, prepares correspondence).	Knowledge of 1*, 4, 6, 7 Skill in 8 Ability to 11, 12, 13, (16) prepare & deliver speeches/presentations.	
			<u>Position Specific Minimum Qualifications:</u> 24 mos. exp., in management of large printing &/or fulfillment printing operation & in utilizing digital technology.	
			*developed after employment.	
List Position Numbers & Job Titles of Positions Directly Supervised: 20006536 Computer Operations Supervisor 1		SIGNATURE OF AGENCY REPRESENTATIVE 	DATE 8-26-11	

April 8.29.11 AKK