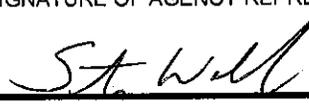


<b>POSITION DESCRIPTION</b>		AGENCY/DEPT ID Department of Administrative Services
DIVISION OR INSTITUTION Administrative Support	UNIT OR OFFICE Director's Office	COUNTY OF EMPLOYMENT Franklin

POSITION NUMBER 20006553	<input type="checkbox"/> Reclassification <input checked="" type="checkbox"/> New Position <input type="checkbox"/> Update	Position Hyperlinked to <input type="checkbox"/> Agency Organizational Tree
	USUAL WORKING TITLE OF POSITION Continuous Improvement Coordinator	POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR 20072118 Deputy Director 5
	<input checked="" type="checkbox"/> Permanent <input type="checkbox"/> Classified <input type="checkbox"/> Temporary <input checked="" type="checkbox"/> Unclassified <input type="checkbox"/> Intermittent <input type="checkbox"/> Essential	Overtime: <input type="checkbox"/> Eligible <input checked="" type="checkbox"/> Exempt If FLSA Exempt, exemption type:
	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
50	<p>The categories and functions listed below are indicative – but not exhaustive – of the work expected in this position. As appropriate and necessary, existing duties may be modified and other duties may be assigned at the discretion of the manager.</p> <p><b><u>Coordinates functions of Continuous Improvement Partnership (CIP) program.</u></b></p> <ul style="list-style-type: none"> <li>Coordinates projects of the Continuous Improvement Partnership (CIP)</li> <li>Collects, analyzes and reports CIP agency and enterprise data, including best practices, cost savings/avoidance, etc.</li> <li>Serves as a support resource for agency CIP coordinators on matters relating to the program</li> <li>Assists with marketing and promoting the program enterprise-wide and at the agency levels</li> <li>Coordinates general administrative functions for the program, including budgets, communication, etc.</li> <li>Researches, writes, directs implements and monitors policy for consistent statewide application</li> <li>Coordinates, mentors, coaches and assists agency CIP teams in developing charters and work plans</li> <li>Fosters successful labor/management partnerships</li> <li>Assists agency CIP teams in tailoring their involvement and determining the most value added aspects of initiatives that increase efficiencies and effectiveness</li> <li>Coordinates enterprise-wide meetings and activities of the CIP agency coordinators and the Joint Partnership Council, and advises them individually and collectively on matters of program policy, training and overall guidance of matters that effectuate items within the Letter of Agreement</li> <li>Recommends processes for further study through the use of process improvement tools, teams and/or lean analysis such as Kaizen events</li> <li>Assists in translating CIP recommendations/findings through the actual facilitation of process improvement teams, Lean activities and Kaizen events.</li> </ul>	<p>Knowledge of (1) training &amp; organizational development; (2) adult learning techniques &amp; styles; (3) platform training skills; (4) curriculum design; (5) public &amp; human relations; (6) program/project management; (7) agency policies &amp; procedures*; (8) government structure &amp; process*; (9) marketing. (Skill in (10) managing training programs and making presentations; (11) operation of personal computer, peripherals &amp; associated software (e.g., word processing, spreadsheet, Internet). Ability to (12) formulate &amp; work through project plans; (13) work well with agency liaisons; (14) define problems, collect data, establish facts, draw valid conclusions &amp; initiate solutions; (15) obtain &amp; maintain valid driver's license; (16) prepare &amp; deliver presentations/speeches to diverse audiences.</p> <p>*Developed after employment.</p>

List Position Numbers & Job Titles of Positions Directly Supervised:	SIGNATURE OF AGENCY REPRESENTATIVE 	DATE 8/14/10
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JOB CODE APD 9-22-10003  
 99580  
 JOB CODE TITLE ADMINISTRATIVE STAFF

<b>POSITION DESCRIPTION</b>		AGENCY/DEPT ID Department of Administrative Services
DIVISION OR INSTITUTION Administrative Support	UNIT OR OFFICE Director Office	COUNTY OF EMPLOYMENT Franklin

POSITION NUMBER 20006553	<input checked="" 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 Continuous Improvement Coordinator		POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR 20072118 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 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
25	<p><b><u>Serves on the Lean Ohio project team and coordinates assigned projects/programs/initiatives</u></b></p> <ul style="list-style-type: none"> <li>Attends meetings, participates in discussions and makes presentations relating to Lean Ohio and its programs and projects</li> <li>Coordinates data collection and reporting for pre-, during, and post-Lean events.(i.e. Kaizen events, scoping sessions, etc.)</li> <li>Assists with project coordination and implementation of core business projects across and/or among key internal agency systems</li> <li>Identifies and defines project requirements, time frames, risk factors, action steps and associated tasks to produce deliverables to both internal &amp; external customers</li> <li>Evaluates deliverables, determines next step phases including pilots, problem solving, the meeting of milestone time lines, completion of progress reports</li> <li>Determines resource allocation including budget requirements and overall project evaluation for all assigned projects and programs</li> <li>Calculates return on investment singularly and then cumulatively all assigned Lean Ohio efforts</li> </ul>	Knowledge of 1, 2, 3, 4, 5, 6, 7*, 8*, 9.
20	<p><b><u>Serves as a consultant to agencies for matters relating to Lean programs and tools</u></b></p> <ul style="list-style-type: none"> <li>Assists in performing diagnostics on organizations to interpret respective state/federal laws and regulations, policies, procedures and guidelines for the standardization</li> <li>Establishes implementation plans inclusive of action steps, responsible person(s) and timeframe(s) throughout the state for building actual performance results</li> <li>Assists in leveraging project results across other state agencies and operations (e.g. assistance with agency flexible performance agreements and strategic planning facilitation)</li> <li>Assists in researching, applying and implementing best practices in Lean/Six Sigma tools and approaches for transforming state government.</li> <li>Coordinates process changes in project scopes, existing processes and/or new processes for the optimum delivery of services/products</li> <li>Communicates with agency representatives and their respective customers/stakeholders in order to determine needs/expectations on project adjustments and implementation</li> </ul>	Knowledge of 1, 2, 3, 4, 5, 6, 7*, 8*, 9.
5	<p><b><u>Achieves professional development and Lean tools skills improvement.</u></b></p>	*Developed after employment.

List Position Numbers & Job Titles of Positions Directly Supervised:	SIGNATURE OF AGENCY REPRESENTATIVE 	DATE 8/4/10
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JOB CODE TITLE  
 ADMINISTRATIVE STAFF  
 99580  
 APD 9-27-10