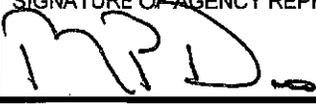


POSITION DESCRIPTION		AGENCY/DEPT ID Department of Administrative Services DAS103000
DIVISION OR INSTITUTION Office of Collective Bargaining	UNIT OR OFFICE Policy & Administration	COUNTY OF EMPLOYMENT Franklin

POSITION NUMBER 20006562 JOB CODE TITLE Administrative Professional 4 JOB CODE 16874 APD 8-6-12 us	<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 Administrative Assistant - Policy		POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR SEE TABLE OF ORGANIZATION	
	<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 22 PR 10 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	
	45	Independently initiates a variety of difficult administrative actions to relieve the Deputy Director of the Office of Collective Bargaining and the Policy Administrator: Acts as liaison between the Deputy Director, Policy Administrator and other DAS management, state government, and private sector employees; receives and responds to correspondence involving requests for general or specific information; transmits directives; represents the Deputy Director or Policy Administrator at meetings; researches and creates correspondence for the Deputy Director or Policy Administrator's signature; monitors the status of projects, issues, and initiatives; receives direction and takes appropriate action as warranted; reviews and edits documentation to facilitate the Deputy Director or Policy Administrator's approval process (e.g. correspondence, reports, etc.); coordinates with departmental offices on special projects and events; provides non-routine administrative support and independently formulates decisions involving non-legal interpretation of agency policies & procedures in order to resolve issues on behalf of Policy Administrator.	Knowledge of (1) public relations; (2) office practices & procedures; (3) agency policies & procedures (e.g., work rules, work deadlines, directives);* (4) government structure & process*, Skill in (5) operation of a personal computer & related software (e.g., MS Word, Excel, PowerPoint). Ability to (6) interpret a variety of instructions in written, oral, picture or schedule form; (7) define problems, collect data, establish facts, draw valid conclusions, & initiate solutions; (8) gather, collate & classify information about data, people or things; (9) write standard business correspondence, reports, memorandums & like documents (10) handle routine & sensitive telephone, written & face-to-face contacts with employees, general public, private & government officials.	
	30	Screens calls, schedules appointments and maintains calendars for the Deputy Director and Policy Administrator. Maintains contact lists for the Deputy Director and Policy Administrator. Sends correspondence to statewide e-mail lists; reviews such correspondence for consistency and clarity. Makes travel arrangements; prepares for meetings, prepares agendas, and takes minutes. Coordinates division meetings, leadership meetings, and labor relations advisory council meetings. Independently responds to inquiries from personnel within DAS, other state	*developed after employment	
	Position is in unclassified service per 4117.10(D) of Ohio Revised Code & is overtime exempt.			
	List Position Numbers & Job Titles of Positions Directly Supervised:		SIGNATURE OF AGENCY REPRESENTATIVE 	DATE 7/13/12

POSITION DESCRIPTION		AGENCY/DEPT ID Department of Administrative Services DAS103000
DIVISION OR INSTITUTION HRD/OCB Policy	UNIT OR OFFICE Policy Administration	COUNTY OF EMPLOYMENT Franklin

POSITION NUMBER 20006562	<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		POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR SEE TABLE OF ORGANIZATION
	<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:

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
	agencies, and the general public, on routine and non-routine topics (e.g. project details, policies, and procedures); prepares written correspondence for Deputy Director and Policy Administrator as needed; assists the Deputy Director and Policy Administrator and staff in various non-routine administrative responsibilities; independently makes decisions involving non-legal interpretation of directives to resolve specific problems; prepares reports and correspondence of most confidential nature (e.g., collective bargaining management strategies, proposed management strategies, proposed statewide policy positions).	
20	Handles inquiries made to the Policy voicemail and e-mail; researches and responds to general inquiries; forwards specific inquiries to appropriate Policy staff. Coordinates and compiles information for OCB submission to DAS Annual Report and other publications.	Knowledge of 1, 2, 3*, 4. Skill in 5. Ability to 6, 7, 8, 9, 10.
5	Under direction of the Deputy Director of OCB, maintains records retention schedule. Performs other related duties as assigned.	Knowledge of 1, 3*, 4, (11) agency retention schedule procedure* Skill in 5. Ability to 6, 7, 8, 9, 10.
	Position is in unclassified service per 4117.10(D) of Ohio Revised Code & is overtime exempt.	*developed after employment

JOB CODE TITLE
 Administrative Professional 4
 APID 8-6-12 WS
 JOB CODE
 16874

List Position Numbers & Job Titles of Positions Directly Supervised:	SIGNATURE OF AGENCY REPRESENTATIVE 	DATE 7/13/12
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