

# POSITION DESCRIPTION

AGENCY/DEPT ID  
Department of Administrative Services  
DAS103000

DIVISION OR INSTITUTION  
Office of Collective Bargaining

UNIT OR OFFICE  
Analysis & Operations

COUNTY OF EMPLOYMENT  
Franklin

POSITION NUMBER  
20006568

Reclassification       New Position       Update      Position Hyperlinked to  Agency Organizational Tree

USUAL WORKING TITLE OF POSITION  
Operations Coordinator

POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR  
SEE TABLE OF ORGANIZATION

Permanent  
 Temporary  
 Intermittent

Classified  
 Unclassified  
 Essential

Overtime:  Eligible     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	Liaison for the Office of Collective Bargaining (OCB) by independently formulating decisions &/or judgments involving the non-legal interpretation of procedures regarding the Request to Purchase (RTP): researching and contacting vendors in order to obtain information/quotes (e.g., comparison pricing, etc.) for items or services (e.g., equipment, electronics, personal services, etc.) needed in OCB; responsible for completing and routing through the RTP documentation for approval prior to submission of information to the Office of Finance; responsible for providing justification and ensuring cost effectiveness of requests for of out-of-state and local conferences (e.g., dates, prices, etc.) submitted by OCB staff; obtain deputy director approval on documentation and submit final request(s) to the Office of Finance.	Knowledge of (1) agency and OCB policies & procedures*; (2) federal postage regulations & procedures*; (3) public relations. Skill in (4) operation of personal computer & associated hardware/software (e.g., Microsoft Office)*; (5) operation of projectors, laptops, microphones, multi-line telephones, copiers, etc. Ability to (9) define problems, collect data, establish facts & draw valid conclusions; (10) recognize unusual, threatening or dangerous conditions * take appropriate action; (11) understand instructions in written or oral format; (12) sort items in categories according to established methods; (13) lift, push, pull or otherwise move up to 40 lbs. repeatedly; (14) obtain and maintain a valid driver's license.
30	Responsible for maintaining/distributing electronic equipment (e.g., encrypted thumb drives; Hot Spot; blackberry) for OCB staff members traveling to customer sites; coordinate in/out request for OCB state vehicle to ensure compliance with the GSD Fleet Management Program; responsible for making monthly parking payment for OCB state vehicle. Assist OCB section administrators with layouts for printing production; arrange/set-up classrooms and audio visual equipment for meetings and conferences for the deputy director and OCB administrators (e.g., projectors, sound system, Turning Point survey) for meeting rooms both on and off site location; act as ELM Agency Tier 2 Administrator help desk representative for OCB to assist customers/students registered for OCB Academy.  Position is in unclassified service per 4117.10(D) of Ohio Revised Code & is overtime exempt.	Knowledge of 1, 3, (15) GSD Fleet Management procedures. Skill in 4, 5. Ability to 9, 11, 12, 13, 14.  *developed after employment

JOB CODE TITLE  
Administrative Professional 3

JOB CODE  
16873  
*APD 8-6-12 US*

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  
Office of Collective Bargaining

UNIT OR OFFICE  
Analysis & Operations

COUNTY OF EMPLOYMENT  
Franklin

POSITION NUMBER  
2000568

Reclassification     New Position     Update    Position Hyperlinked to

Agency Organizational Tree

USUAL WORKING TITLE OF POSITION

POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR  
SEE TABLE OF ORGANIZATION

Permanent  
 Temporary  
 Intermittent

Classified  
 Unclassified  
 Essential

Overtime:  Eligible     Exempt  
If FLSA Exempt, exemption type:

Bargaining Unit 22  
PR 10  
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
20	Responsible for working with the Office of Employee Services (OES) HR consultant in order to on-board new OCB employees (e.g., submit IT Help Desk tickets to ensure computer, network, & Outlook access); ensure computer & office equipment/ supplies (e.g., furniture, name tags) and telephone access are ready for on-boarding new employees to OCB; must resolve problems/issues involving telephone repair service requests as needed by staff; arrange for installation of new office equipment and train staff on proper/safety usage; coordinate and direct for any office moves or equipment needed to be sent to State Salvage; responsible for organizing and submitting OCB files for retention schedule purposes; prepared and implemented front desk alarm system for OCB staff.	Knowledge of 1, 2*, 3, (16) OIT HelpDesk procedures*; (17) agency inventory control processes*. Skill in 4. Ability to 9, 11, 12, 13.
5	Act as Floor Warden (e.g., attend safety meetings; contact for building management contractors); train OCB staff on proper safety procedures for compliance with both building management offices at the Chase Building and James Rhodes State Office Tower; responsible for submitting OCB insurance certificates to building management;	Knowledge of 1, 3, (18) agency safety procedures*. Skill in 4. Ability to 9, 10, 11.  *developed after employment

JOB CODE TITLE  
Administrative Professional 3

JOB CODE  
16873  
APP 8-6-12 us

List Position Numbers & Job Titles of Positions Directly Supervised:

SIGNATURE OF AGENCY REPRESENTATIVE

DATE



7/13/12