

POSITION DESCRIPTION

AGENCY/DEPT ID
Department of Administrative Services/
DAS101000

DIVISION OR INSTITUTION
Administrative Support

UNIT OR OFFICE
Office of the Director

COUNTY OF EMPLOYMENT
Franklin

POSITION NUMBER
20006656

Reclassification New Position Update Position Hyperlinked to Agency Organizational Tree

USUAL WORKING TITLE OF POSITION: Deputy Chief of Staff POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR: SEE TABLE OF ORGANIZATION

Permanent Classified Overtime: Eligible Exempt
 Temporary Unclassified
 Intermittent Essential If FLSA Exempt, exemption type: Administrative Bargaining Unit 22 PR 00 Page 3 of 3

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
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25	Examines & reviews current operations & applicable procedures to ensure efficiency & improve service delivery; independently conducts research in order to formulate & implement office policies & procedures; facilitates & expedites Director's review process by proactively identifying, ascertaining & incorporating essential information to aid Director, Assistant Directors & Chief of Staff in decision making (i.e., comprehensively reviews wide array of department issues, analyzes recommendations; identifies & consults with appropriate management staff to assure thorough review & consideration of respective implications, impacts & benefits; coordinates projects & teams to research, develop & implement emerging policy issues; advises & works with agency staff to further define, develop & include essential components in reports, recommendations & correspondence necessary for Director's review/approval; reviews, researches & edits documentation to facilitate Director's/Assistant Directors'/Chief of Staff's approval processes (i.e., departmental documents, newsletters, brochures, policies, directives, press releases, contracts, leases, controlling board requests); serves as DAS Director's designee on statutorily assigned boards & commissions (e.g., Public Employee Retirement System, Public Employee Deferred Compensation Program, School Facilities Commission); represents department's position with legislators, other agency Directors & Governor's Office; serves as liaison between Director, Governor's Office & DAS leadership on current & emerging & statewide initiatives; plans, directs, researches & responds to inquiries & furnishes information regarding policies & projects for DAS; attends meetings on behalf of Director, Chief of Staff & Assistant Director; provides advice & direction on agency procedures to divisions & agency customers.	Knowledge of 1, 2*, 3, 4, 5, 6 Skill in 7 Ability to 8, 9, 10, 11, 12
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This position is in unclassified service per section 124.11(A)(9) of Ohio Revised Code, and is overtime exempt.

*developed after employment

JOB CODE TITLE
Policy Staff

JOB CODE
99585

List Position Numbers & Job Titles of Positions Directly Supervised:

SIGNATURE OF AGENCY REPRESENTATIVE

DATE

Paula Blain KC

11-10-15

Opd 11-10-15 ee