

POSITION DESCRIPTION		AGENCY/DEPT ID Department of Administrative Services DAS301990
DIVISION OR INSTITUTION Human Resources Division	UNIT OR OFFICE Benefits Administration	COUNTY OF EMPLOYMENT Franklin

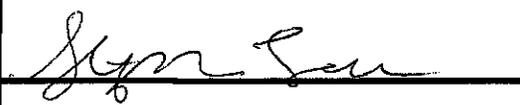
POSITION NUMBER 20014982	<input type="checkbox"/> Reclassification <input type="checkbox"/> New Position <input checked="" type="checkbox"/> Update		Position Hyperlinked to <input type="checkbox"/> Agency Organizational Tree	
	USUAL WORKING TITLE OF POSITION		POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR SEE TABLE OF ORGANIZATION	
	<input checked="" type="checkbox"/> Permanent <input type="checkbox"/> Temporary <input type="checkbox"/> Intermittent	<input checked="" type="checkbox"/> Classified <input type="checkbox"/> Unclassified	Overtime: <input checked="" type="checkbox"/> Eligible <input type="checkbox"/> Exempt If FLSA Exempt, exemption type:	Bargaining Unit 9 Page 2 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
30	Performs administrative & secretarial tasks: maintains confidential files & records consistent with office practices & procedures &/or coordinates conferences & travel arrangements for administrator; produces typed draft & maintains the EAP/Wellness Advisory Roster; types routine letters & email documents (e.g., marketing materials, training materials, forms) to other agencies; maintains inventory of equipment & general office supplies & orders as needed; maintains files & record retention schedule & office forms & purchasing requisitions & retrieves information; coordinate procurement of office supplies; verifies information in Ohio Administrative Knowledge System (OAKS) and SharePoint for open enrollment; uses (OAKS) to initiate requests to purchase; coordinates information &/or prepares purchase requisitions for review & signatures; tracks spending & maintains related records using spreadsheet software; retrieves confidential Participant Agreements (PA) & Release for Information documents from Outlook Web Access & distributes to the appropriate staff; updates & maintains office manuals & other reference materials by incorporating new or revised data (e.g., hard copy, PC document revisions), collects, tracks & maintains documents, expenditures, forms & files (e.g., time sheet & print orders); prepares & assembles informational material, packets (e.g., questionnaires, brochures, PowerPoint presentations & evaluations) & posters for on-site trainings, meetings, retreats, health & educational fairs & field visits for EAP/Wellness events; maintains inventory of marketing materials for EAP/Wellness activities; update activity calendars for trainings, health & educational fairs; scores & summarizes training evaluation results from training sessions; organizes conferences &/or retreats (e.g., Wellness vendor summit & OEAP annual statewide resource retreat); performs public relations duties (e.g., responds to inquiries, furnishes information verbally &/or in writing; works on special assignments & projects as directed (e.g., prepares reports, publications, memos & presentations); prepares draft communication for distribution of EAP/Wellness newsletters to state agencies & institutions & creates &/or edits various documents (e.g., training presentations, participant guides, handouts) using word processing &/or presentation software.	Knowledge of: 1*, 2*, (8) public relations Skilled in: 3, 4 Ability to: 6, (9) maintain accurate records; (10) handle sensitive inquiries from & contacts with officials & general public.

JOB TITLE
Administrative Professional 2

 JOB CODE
16872 *Good AC 8-12-13*

List Position Numbers & Job Titles of Positions Directly Supervised:	SIGNATURE OF AGENCY REPRESENTATIVE 	DATE 8-12-13
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POSITION DESCRIPTION

AGENCY/DEPT ID
Department of Administrative Services
DAS301990

DIVISION OR INSTITUTION
Human Resources Division

UNIT OR OFFICE
Benefits Administration

COUNTY OF EMPLOYMENT
Franklin

POSITION NUMBER
20014982

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 Classified Overtime: Eligible Exempt Bargaining Unit 9
 Temporary Unclassified If FLSA Exempt, exemption type: Page 3 of 3
 Intermittent

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
15	Performs clerical tasks: receives, opens, date stamps, logs, maintains records of outgoing certified letters & distributes incoming mail; acts as front desk receptionist by greeting & directing visitors & assisting clients (e.g., provide walk-in information, direct clients to staff, provides release of information); answers incoming telephone calls using a multi-line phone system; responds to general inquiries & sensitive telephone calls & appropriately directs calls to appropriate staff &/or explains the general functions of EAP/Wellness to callers & screens incoming calls & retrieves voice mail messages; responds independently to general requests for information or directs callers to the appropriate team member as necessary; maintains confidentiality when responding in writing or orally to request for program information); schedules conference room for EAP/Wellness events.	Knowledge of: 1*, 2*, 8 Skilled in: 3, 4 Ability to: 7, 9, (11) prepare meaningful, concise & accurate reports.

JOB TITLE
Administrative Professional 2

JOB CODE
16872 *Apnd. AC 8-12-13*

List Position Numbers & Job Titles of Positions Directly Supervised:

SIGNATURE OF AGENCY REPRESENTATIVE

DATE

[Handwritten Signature]

8-12-13