100-000R

POSITION DESCRIPTION

OHIO DEPARTMENT OF ADMINISTRATIVE SERVICES

AGENCY
Department of Administrative Services

DIVISION OR INSTITUTION
Administrative Support Division

UNIT OR OFFICE
School Employees Health Care Board

POSITION NUMBER 20072054

☒ State Agency ☐ County Agency ☐ New Position ☒ Change

County of Employment
Franklin

USUAL WORKING TITLE OF POSITION
Assistant

POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR
20074483 Executive Director 3

NORMAL WORKING HOURS (Explain unusual or rotating shift)
8:00 a.m. - 5:00 p.m.

JOB DESCRIPTION AND WORKER CHARACTERISTICS

%	Job Duties in Order of Importance	Minimum Acceptable Characteristics
60	Under general direction of School Employees Health Care Board (SEHCB) Executive Director: assist in program direction by relieving Executive Director and Researcher 3 of non-routine duties for SEHCB program; acts as liaison between Executive Director, Board & Public Schools Health Care Advisory Committee; develops & implements policies & operational procedures related to assigned areas; conducts research & prepares report of findings to responsible party; prepares updates for SEHCB Web site; assist in researching, reviewing & analyzing projects for SEHCB; assist in monitoring, analyzing preparing & disseminating SEHCB annual report on the status of health plan sponsors' effectiveness in making progress to reduce the rate of increase in insurance premiums & employee out of pocket expenses; provide assistance in analyzing fair market pricing for improving health status of school district employees & their families; assist SEHCB's Research and Measurement Subcommittee in collecting, organizing & analyzing data, establishing & tracking baselines matrices & initial population health status.	Knowledge of (1) public relations; (2) office practices & procedures related to DAS & SEHCB*; (3) agency specific & statewide policies & procedures; (4) government structure & processes*. Skill in (5) operation of personal computer related software/hardware (e.g., printers & peripherals, MS Word, MC Excel, spreadsheets & Access database). Ability to (6) define problems, collect data, establish facts & draw valid conclusions; (7) prepare meaningful, concise & accurate reports; (8) write letters, memos, policies, procedures & reports; (9) use proper research methods in gathering data; (10) gather, collate & classify information about data, people or things; (11) interpret & understand extensive variety of health care material from books, journals, manuals & web sites.
40	Assist in: reviewing & analyzing problems & developing appropriate research tools & methods of data collection (e.g. matrix of benefit deigns of the 200+ health plans covering Ohio's public school employees); collecting, organizing & analyzing data; preparing & maintaining reports, records &/or technical evaluations related to research, tests or surveys conducted.	Knowledge of 1, 2*, 3, 4* Skill in 5 Ability to 6, 7, 8, 9, 10, 11 *developed after employment

JOB CODE TITLE
Administrative Assistant 2

JOB CODE
63122

HPD 9-26-03

List Position Numbers and Class Titles of Positions Directly Supervised:

SIGNATURE OF AGENCY REPRESENTATIVE

DATE
8/12/08