

# POSITION DESCRIPTION

AGENCY/DEPT ID  
Department of Administrative Services  
DAS102530

DIVISION OR INSTITUTION  
Administrative Support

UNIT OR OFFICE  
Director's Office

COUNTY OF EMPLOYMENT  
Franklin

POSITION NUMBER  
20072115

Reclassification     New Position     Update    Position Hyperlinked to

Agency Organizational Tree

USUAL WORKING TITLE OF POSITION  
Project Manager

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

Permanent  
 Temporary  
 Intermittent

Classified  
 Unclassified  
 Essential

Overtime:  Eligible     Exempt

Bargaining Unit 22  
**PR 16**  
Page 1 of 2

If FLSA Exempt, exemption type: Administrative

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
55	Manages all projects within the Lean Ohio portfolio of activity (Kaizen Events and Continuous Improvement Efforts): works directly with agency executives & organizations covering all phases of project management and responsibilities involving a variety of state agency leadership, their respective customers and/or stakeholders, as well as, the respective political organizations/individuals working with said entities in the delivery of services/products; responsible for researching and writing policy, as well as, directing, implementing and monitoring policy for consistent statewide application; assists in researching, applying and implementing best practices in Lean/Six Sigma tools and approaches for transforming state government. Additionally, this position will perform diagnostics on the organizations to interpret respective state/federal laws & regulations, policy, procedures and guidelines for the standardization. Establishes implementation plans inclusive of action steps, responsible person(s) and timeframe(s) throughout the state for building actual performance results. This position assists in leveraging project results across other state agencies and operations (e.g. assistance with agency flexible performance agreements and strategic planning facilitation).	Knowledge of (1) training & organizational development; (2) adult learning techniques & styles; (3) platform training skills; (4) curriculum design; (5) public & human relations; (6) program/project management; (7) agency policies & procedures*; (8) government structure & process*; (9) marketing. (Skill in (10) managing training programs and making presentations; (11) operation of personal computer, peripherals & associated software (e.g., word processing, spreadsheet, Internet). Ability to (12) formulate & work through project plans; (13) work well with agency liaisons; (14) define problems, collect data, establish facts, draw valid conclusions & initiate solutions; (15) obtain & maintain valid driver's license; (16) prepare & deliver presentations/speeches to diverse audiences.
30	Responsible for project coordination and implementation of core business projects across key internal agency systems &/or among key agency systems with reporting of data and information within respective agency(s) and/or for statewide summary through written documentation, one-on-one dialogue and group presentations (e.g. office newsletters, learning sessions, event report out sessions and training seminars); coordinates process changes in project scopes, existing processes and/or new processes for the optimum delivery of services/products; communicates with agency representatives and their respective customers/stakeholders in order to determine needs/expectations on project adjustments and implementation.  This position is in the unclassified service per section 124.11 (A)(9) of the Ohio Revised Code.	Knowledge of 1, 2, 3, 4, 5, 6, 7*, 8*, 9 Skill in 10, 11 Ability to 12, 13, 14, 15, 16

\*developed after employment

List Position Numbers & Job Titles of Positions Directly Supervised:

SIGNATURE OF AGENCY REPRESENTATIVE

DATE

*Stuhl*

2/11/14

JOB CODE  
63382

JOB CODE TITLE  
Project Manager 2

*apd 2-11-14*

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USUAL WORKING TITLE OF POSITION: Project Manager    POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR: SEE TABLE OF ORGANIZATION

Permanent     Classified    Overtime:  Eligible     Exempt    Bargaining Unit 22  
 Temporary     Unclassified  
 Intermittent     Essential    If FLSA Exempt, exemption type: Administrative    **PR 16**  
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
10	Identifies and defines project requirements, time frames, risk factors, action steps and associated tasks to produce deliverables to both internal & external customers; evaluates deliverables, determine next step phases including pilots, problem solving, the meeting of milestone time lines, completion of progress reports; determines resource allocation including budget requirements and overall project evaluation encompass the respective duties of the position. Specifically, the aforementioned projects will also calculate a return on investment singularly and then cumulatively for the Office's efforts.	Knowledge of 1, 2, 3, 4, 5, 6, 7*, 8*, 9 Skill in 10, 11 Ability to 12, 13, 14, 15, 16
5	Attends meetings, conferences &/or workshops on related topics; supervises/directs assigned professional, technical &/or administrative/clerical staff on various assigned project teams.	Knowledge of 1, 2, 3, 4, 5, 6, 7*, 8*, 9 Skill in 10, 11 Ability to 12, 13, 14, 15, 16
This position is in the unclassified service per section 124.11 (A)(9) of the Ohio Revised Code.		*developed after employment

JOB CODE TITLE  
Project Manager 2

JOB CODE  
63382

List Position Numbers & Job Titles of Positions Directly Supervised:

SIGNATURE OF AGENCY REPRESENTATIVE

DATE

*St. [Signature]*

*2/11/14*

*add 2-11-14 al*