

POSITION DESCRIPTION		AGENCY/DEPT ID Department of Administrative Services
DIVISION OR INSTITUTION Administrative Support	UNIT OR OFFICE Director Office	COUNTY OF EMPLOYMENT Franklin

POSITION NUMBER 20072115 JOB CODE TITLE Project Manager 2 JOB CODE APD 3-3-10-06 63382	<input checked="" type="checkbox"/> Reclassification <input type="checkbox"/> New Position <input type="checkbox"/> Update		Position Hyperlinked to <input type="checkbox"/> Agency Organizational Tree	
	USUAL WORKING TITLE OF POSITION Project Manager		POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR 20072118 Deputy Director 5	
	<input type="checkbox"/> Permanent <input type="checkbox"/> Temporary <input checked="" type="checkbox"/> Intermittent	<input type="checkbox"/> Classified <input checked="" type="checkbox"/> Unclassified <input type="checkbox"/> Essential	Overtime: <input type="checkbox"/> Eligible <input checked="" type="checkbox"/> Exempt If FLSA Exempt, exemption type:	Bargaining Unit PR 16 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	
	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. Position is unclassified and overtime exempt.	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 2/28/10

POSITION DESCRIPTION		AGENCY/DEPT ID Department of Administrative Services
DIVISION OR INSTITUTION Administrative Support	UNIT OR OFFICE Director Office	COUNTY OF EMPLOYMENT Franklin

POSITION NUMBER 20072115	<input checked="" type="checkbox"/> Reclassification <input type="checkbox"/> New Position <input type="checkbox"/> Update		Position Hyperlinked to <input type="checkbox"/> Agency Organizational Tree	
	USUAL WORKING TITLE OF POSITION Project Manager		POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR 20072118 Deputy Director 5	
	<input checked="" type="checkbox"/> Permanent <input type="checkbox"/> Temporary <input type="checkbox"/> Intermittent	<input type="checkbox"/> Classified <input checked="" type="checkbox"/> Unclassified <input type="checkbox"/> Essential	Overtime: <input type="checkbox"/> Eligible <input checked="" type="checkbox"/> Exempt If FLSA Exempt, exemption type:	Bargaining Unit 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.	
	Position is unclassified and overtime exempt.		*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 2/28/10	