

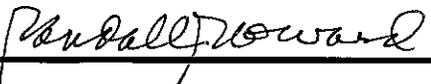
POSITION DESCRIPTION		AGENCY/DEPT ID Department of Administrative Services/ DAS101000
DIVISION OR INSTITUTION Administrative Support	UNIT OR OFFICE LeanOhio	COUNTY OF EMPLOYMENT Franklin

POSITION NUMBER 20072118 JOB CODE TITLE Deputy Director 4 JOB CODE 61314	<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 Deputy Director, LeanOhio Program		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 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: Executive	Bargaining Unit 22 PR 44 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
50	Responsible for managing state of Ohio enterprise-wide Governor's LeanOhio Initiative program & defining goals & objectives in reference to program: provides consultant services to Governor's Office regarding wide-range, complex programs; oversees all statewide training activities (e.g., Employee & Stakeholder Feedback Program, Six Sigma process optimization methodologies, Kaizen analysis, agency strategic planning, process mapping, full-fledged Lean implementation, Advance Ohio Regulatory Reform Efforts, Baldrige-Based Performance Ohio Internal Consulting Network, Excellence Reviews, performance measures); develops, maintains and coordinates statewide cadre of Lean Six Sigma Experts from state agencies; identifies agency training short & long-term goals & objectives that include identification of action steps & timelines for training programs; provides consulting services to state agencies directly or through procured services for implementation of Governor's LeanOhio efforts & management initiatives through ongoing or project-by-project efforts; works with cabinet level officials to assess needs with strategic planning & system/process improvements.	Knowledge of (1) budgeting; (2) management; (3) workforce planning; (4) statewide & agency policies & procedures*; (5) agency regulations related to training*; (6) public relations concepts & practices; (7) public administration; (8) resources available to research inquiries. Skill in (9) operation of personal computer & associated hardware/software (e.g., Microsoft Office Suite) & use of Internet; (10) utilization of Lean Six Sigma philosophies, principles, training, methodologies & tools, including facilitation of process analyses via Kaizen type procedures. Ability to (11) manage training programs & make presentations; (12) understand government processes; (13) analyze, write & edit training surveys; (14) prepare & deliver speeches & discussions before specialized audiences regarding statewide & agency level training initiatives on Lean Six Sigma & Kaizen principles & methodologies; (15) define problems, collect data, establish facts & draw valid conclusions.

*developed after employment

List Position Numbers & Job Titles of Positions Directly Supervised: SEE TABLE OF ORGANIZATION	SIGNATURE OF AGENCY REPRESENTATIVE 	DATE 1-6-16
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apd 1-6-16

POSITION DESCRIPTION

AGENCY/DEPT ID
Department of Administrative Services/
DAS101000

DIVISION OR INSTITUTION
Administrative Support

UNIT OR OFFICE
LeanOhio

COUNTY OF EMPLOYMENT
Franklin

POSITION NUMBER
20072118

Reclassification

New Position

Update

Position Hyperlinked to
Agency Organizational Tree

USUAL WORKING TITLE OF POSITION
Deputy Director, LeanOhio Program

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

Permanent
 Temporary
 Intermittent

Classified
 Unclassified
 Essential

Overtime: Eligible Exempt
If FLSA Exempt, exemption type: Executive

Bargaining Unit 22
PR 44
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
50	<p>Oversees/provides guidance of continuous improvement initiatives for all state agencies: administers network of statewide internal consultants to assist state agencies' efforts in continuous system/process improvement & cost reduction; formulates, develops & implements overall system-wide approaches for adoption of lean Six Sigma philosophy, principles, training, tools, policy & plans for state agency-wide activities for standardization & sustainment; plans, implements, monitors & evaluates effectiveness of continuous improvement efforts (e.g., develops appropriate assessment criteria, conducts follow-up effectiveness); develops enhancements & modifications to initiative plans; collects, summarizes, & provides regular reporting on results of statewide & agency initiatives to Governor.</p> <p>This position is in the unclassified service per section 124.11 (A) (9) of the Ohio Revised Code.</p>	<p>Knowledge of 1, 2, 3, 4*, 5*, 6, 7, 8 Skill in 9, 10 Ability to 11, 12, 13, 14, 15</p> <p>*developed after employment</p>

JOB CODE TITLE
Deputy Director 4

JOB CODE
61314

List Position Numbers & Job Titles of Positions Directly Supervised:

SEE TABLE OF ORGANIZATION

SIGNATURE OF AGENCY REPRESENTATIVE

Randall Howard

DATE

1-6-16

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