

POSITION DESCRIPTION

AGENCY/DEPT ID
Department of Administrative Services/
DAS101000

DIVISION OR INSTITUTION
Administrative Support

UNIT OR OFFICE
Lean Ohio

COUNTY OF EMPLOYMENT
Franklin

POSITION NUMBER
20072118

Reclassification New Position Update Position Hyperlinked to Agency Organizational Tree

USUAL WORKING TITLE OF POSITION
Deputy Director of Efficiency & Continuous Initiative 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: Administrative

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NORMAL WORKING HOURS (Explain unusual or rotating shift):
FROM: 8:00 am TO: 5:00 pm

JOB DESCRIPTION AND WORKER CHARACTERISTICS

%	Job Duties in Order of Importance	Knowledge, Skills & Abilities
50	Responsible for managing the state of Ohio enterprise-wide Governor's LeanOhio Initiative program & defining goals & objectives in reference to the program; provide consultant services to the Governor's Office regarding wide-range, complex programs (e.g., Food Safety; Insurance/Medicaid Health Exchange; Workforce Transformation); oversee all statewide training activities (e.g., Employee & Stakeholder Feedback Program, Kaizen events; 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 & coordinates statewide cadre of Lean Experts from state agencies; identify agency training short & long-term goals & objectives to 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 (e.g., ongoing & project-by-project basis); work with cabinet 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. Ability to (10) manage training programs & make presentations; (11) understand government processes; (12) analyze, write & edit training surveys; (13) prepare & deliver speeches before specialized audiences regarding statewide and agency training initiatives; (14) define problems, collect data, establish facts & draw valid conclusions.
50	Oversees/provides guidance of continuous improvement initiatives for all state agencies: administers a network of statewide internal consultants to assist state agencies efforts in continuous system/process improvement & cost reduction; formulates, develops and implements overall system-wide approaches for the adoption of lean six sigma philosophy, principles, training, tools, policy & plans for state agency-wide activities for standardization and sustainment; plans, 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 the results of statewide & agency initiatives to the Governor. 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 Skill in 9 Ability to 10, 11, 12, 13, 14

*developed after employment

JOB CODE TITLE
Deputy Director 6

JOB CODE
61316

List Position Numbers & Job Titles of Positions Directly Supervised:

SEE TABLE OF ORGANIZATION

SIGNATURE OF AGENCY REPRESENTATIVE

DATE

Pandolfi

6/26/14

apd 626-1401