

POSITION DESCRIPTION		AGENCY/DEPT ID DAS102520
DIVISION OR INSTITUTION Administrative Support	UNIT OR OFFICE Office of the Director	COUNTY OF EMPLOYMENT Franklin

POSITION NUMBER 20072118	<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 of Efficiency & Continuous Initiative 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:

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, peripherals & associated software (e.g., word processing, spreadsheet, 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.	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

 WA 4-27-12 APP

List Position Numbers & Job Titles of Positions Directly Supervised: SEE TABLE OF ORGANIZATION	SIGNATURE OF AGENCY REPRESENTATIVE 	DATE 4/19/12
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