

POSITION DESCRIPTION

AGENCY/DEPT ID
Department of Administrative Services/
DAS102530

DIVISION OR INSTITUTION
Administrative Support

UNIT OR OFFICE
Lean Ohio

COUNTY OF EMPLOYMENT
Franklin

POSITION NUMBER
20072180

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 Classified Overtime: Eligible Exempt Bargaining Unit 22
 Temporary Unclassified
 Intermittent Essential If FLSA Exempt, exemption type: Administrative PR 00
Page 1 of 1

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 coordinating/directing the state of Ohio enterprise-wide Governor's LeanOhio initiative and related Office programs including the writing, implementing & monitoring of program policy and operational implementation plans; assist in providing consultant services to the Governor's Office regarding wide-range programs (e.g., Food Safety; Insurance/Medicaid Health Exchange; Workforce Transformation); develop, deploy, coach and mentor cadre of Lean Experts from state agencies; 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). Assist cabinet officials with implementation of strategic planning and system/process improvement projects.	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	Assist in statewide continuous improvement initiatives for all state agencies: assists in the development of internal consultants for agency support of improvement efforts by individual agency and cross-agency system/process improvements; provides suggestions for the development, adoption and implementation of lean six sigma philosophy, principles, training and tools, policies & plans for state agency-wide activities; responsible for ensuring implementation of respective improvement plans to build for standardization and sustainment within and across agencies; assist in providing performance results and summaries from data and information collected on all statewide & agency initiatives to the Governor. This position is in the unclassified service per section 124.11 (A)(30) 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
Administrative Staff

JOB CODE
99580

List Position Numbers & Job Titles of Positions Directly Supervised:

SIGNATURE OF AGENCY REPRESENTATIVE

DATE

S. J. Wal

2/11/14