

# POSITION DESCRIPTION

OHIO DEPARTMENT OF ADMINISTRATIVE SERVICES

AGENCY  
Department of Administrative Services

DIVISION OR INSTITUTION  
Administrative Support Division

UNIT OR OFFICE  
Office of Finance

State Agency     County Agency     New Position     Change

County of Employment  
Franklin

USUAL WORKING TITLE OF POSITION  
Policy Staff

POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR  
20005426 Fiscal Officer 4

NORMAL WORKING HOURS (Explain unusual or rotating shift)  
8:00 a.m. - 5:00 p.m.

### JOB DESCRIPTION AND WORKER CHARACTERISTICS

%	Job Duties in Order of Importance	Minimum Acceptable Characteristics
70	As directed by Chief Financial Officer (CFO) for the Department of Administrative Services (DAS), serves as project team lead for the DAS & Office of Information Technology (OIT) Rate Structure Project: develop Request for Proposal (RFP) in order to provide services to DAS & OIT in relation to analyzing current rate structure, including amounts being charged to statewide agencies, boards & commissions; analysis impact of new rate structure; responsible for viewing RFP responses & acting as primary contact person vendor selection through the rate analysis & developing RFP process; coordinate & lead the development of impact analysis of new rate structure on DAS revenue; coordinate development of agency-by-agency impact analysis; assist CFO in defining & implementing Finance functions necessary to support new rate structure considering requirements of state government.	Knowledge of (1) budgeting; (2) agency policies & procedures (e.g., rate development & administrative cost recovery)*; (3) state government structure & process (e.g., state government organization, state accounting policies, state budget process, OAKS)*; (4) business/public administration; (5) public finance; (6) program evaluation. Skill in (7) use of personal computer & associated software (e.g., MS Word, Excel, various agency databases*, state accounting & personnel systems). Ability to (8) define problems, collect data, establish facts, draw valid conclusions & initiate solutions; (9) interpret variety of laws & regulations; (10) prepare original correspondence & speeches on behalf of agency; (11) prepare meaningful, concise & accurate reports; (12) deal with many variables & determine specific action; (13) exercise discretion in matters having department-wide impact.
30	Assists CFO with the rate related or OIT budget development process; attend meetings regarding rate structure analysis; make presentations to CFO and other DAS & OIT senior management team; coordinate training DAS & OIT business office staff on new rate structure functions; perform other duties as assigned.	Knowledge of 1, 2, 3, 4, 4, 6 Ability to 8, 9, 10, 11, 13  *developed after employment

Position is unclassified per Section 124.11(A)(26) of Ohio Revised Code.

POSITION NUMBER  
20072180

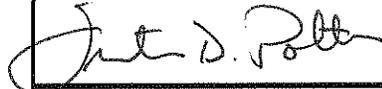
JOB CODE TITLE  
Policy Staff

JOB CODE  
99585

List Position Numbers and Class Titles of Positions Directly Supervised:

SIGNATURE OF AGENCY REPRESENTATIVE

DATE



6-10-08