

POSITION DESCRIPTION

AGENCY/DEPT ID:
ADMINISTRATIVE SERVICES
100-000(N)

DIVISION OR INSTITUTION
Administrative Support Division

UNIT OR OFFICE
Office of the Director

COUNTY OF EMPLOYMENT
Franklin

POSITION NUMBER
20072180

JOB TITLE
POLICY STAFF

JOB CODE
ADD 9-3-09 1/2
99585

Reclassification New Position Update Position Hyperlinked to Agency Organizational Tree

USUAL WORKING TITLE OF POSITION: Advantage Ohio Manager POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR: 20005392 Director 4

Permanent Classified Overtime: Eligible Exempt Bargaining Unit 22
 Temporary Unclassified If FLSA Exempt, exemption type: Page 1 of 1
 Intermittent

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	Serves as advisor, coach and facilitator to state leaders enterprise-wide in support of the Governor's Efficiency and Continuous Improvement Initiative Program: assists state agencies in improving their services & reducing costs through coaching, training, facilitating, and providing technical assistance. Works with DAS and the Governor's Office to plan, design, and make recommendations for improving government services. Facilitates state wide reform initiatives, public hearings, and other meetings such as strategic planning, problem solving, project implementation, performance measurement, & process improvement efforts. Develops information presentations & strategies to promote the Governor's Accountability and Results Initiative. Manages a variety of programs within the Governor's Accountability and Results Initiative including the Integrated Planning Program and the Ohio Internal Consulting Network (OICN).	Knowledge of (1) training & organizational development; (2) adult learning techniques & styles; (3) platform training skills; (4) curriculum design; (5) public & human relations; (6) program/project management; (7) agency policies & procedures*; (8) government structure & process*; (9) marketing. (Skill in (10) managing training programs and making presentations; (11) operation of personal computer, peripherals & associated software (e.g., word processing, spreadsheet, Internet). Ability to (12) formulate & work through project plans; (13) work well with agency liaisons; (14) define problems, collect data, establish facts, draw valid conclusions & initiate solutions; (15) obtain & maintain valid driver's license; (16) prepare & deliver presentations/speeches to diverse audiences.
50	Assists agencies to plan, organize and design the successful use of Lean tools such as Kaizen events to save money, reduce complexity and increase customer satisfaction. Facilitates improvement efforts from 1 day meetings to Kaizen events which include pre-meetings, week long improvement events and 30-60-90 day follow up. Collects, analyzes and reports data and trends to Governor's office. Assist with creating transparent methods to inform the public of decisions and results. Responsible for providing facilitation, data analysis for enterprise-wide process improvement efforts for the OICN: reviews & analyzes training program efforts & develops appropriate research tools & methods of data collection (e.g. matrix of benefits of program, benchmarks efforts by state-wide program; identifies best practices); provides assistance in other training program areas as assigned. This position is unclassified per 124.11(A)(26) of Ohio Revised Code. Position is overtime exempt.	Knowledge of 1, 2, 3, 4, 5, 6, (17) data analysis & research. Skill in 10, 11. Ability to 13, 14, 15. *developed after employment.

List Position Numbers & Job Titles of Positions Directly Supervised:

SIGNATURE OF AGENCY REPRESENTATIVE

DATE

Henry Quill

8-25-09