

POSITION DESCRIPTION		AGENCY/DEPT ID Administrative Services DAS101200
DIVISION OR INSTITUTION Administrative Support	UNIT OR OFFICE Office of Communication	COUNTY OF EMPLOYMENT Franklin

POSITION NUMBER 20072764	<input checked="" type="checkbox"/> Reclassification <input type="checkbox"/> New Position <input checked="" type="checkbox"/> Update		Position Hyperlinked to <input type="checkbox"/>	
				Agency Organizational Tree
	USUAL WORKING TITLE OF POSITION Public Information Officer 1		POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR 20006656 Management Analyst Supv. 2	
	<input type="checkbox"/> Permanent <input checked="" type="checkbox"/> Temporary <input type="checkbox"/> Intermittent	<input type="checkbox"/> Classified <input checked="" type="checkbox"/> Unclassified	Overtime: <input type="checkbox"/> Eligible <input checked="" type="checkbox"/> Exempt If FLSA Exempt, exemption type:	Bargaining Unit Page 1 of 1
NORMAL WORKING HOURS (Explain unusual or rotating shift): FROM: 8:30 am TO: 5:30 pm				

JOB DESCRIPTION AND WORKER CHARACTERISTICS		
%	Job Duties in Order of Importance	Knowledge, Skills & Abilities
60	On behalf of the Department of Administrative Services (DAS), Benefits Administration Services: researches, designs, writes, & edits data for use in department publications; develops various forms of print & non-print communication documents (e.g., newsletters, letters, bulletins, brochures); designs graphics for publications; ensures that branding & quality assurance is maintained within document development process; utilizes multi-media communication mediums & techniques; prepares executive summaries & makes recommendations on alternative communication approaches to enhance efficiencies; enters, edits, & retrieves data &/or produces data/documents; during open enrollment period drafts benefits & open enrollment materials (e.g., benefits books, open enrollment materials, total compensation statement); prepares & distributes correspondence on behalf of communications manager; prepares instructional materials for meetings & training sessions.	Knowledge of: (1) business administration; (2) agency & state government policies & procedures*; (3) operations research techniques; (4) public relations; (5) English composition & grammar. Skill in: (6) operation of personal computer & associated hardware/software (e.g., MS Word & Excel); (7) graphics creation, page layout & web site design. Ability to: (8) deal with many variables & determine specific course of action; (9) use proper research methods in gathering data; (10) gather, collate & classify information about data, people or things; (11) draft & edit administrative policies, procedures, informational booklets & directives.
25	Develops surveys & other data collection forms; uses forms to facilitate data collection initiatives which evaluate employee satisfaction, vendor performance & project performance; conducts market, industry & trend data research; conducts peer state research & industry competitive intelligence to develop peer state, city, county & private sector comparative documentation; analyzes collected data; utilizes analytical results to develop user-friendly, meaningful summary reports.	Knowledge of: 2*, 3, 4, 5. Skill in: 6, 7. Ability to: 8, 9, 10, 11, (12) update & maintain Web sites.
15	Performs other related duties as assigned; manages open enrollment timelines; works with vendors to ensure deadlines are met; coordinates open enrollment fairs & other educational forums including annual conference; facilitates Web site development; attends meetings; facilitates presentations; facilitates written, graphic & event communications.	Knowledge of: 2*, 3, 4, 5. Skill in: 6, 7. Ability to: 8, 9, 10, 12, (13) prepare clear & accurate reports.
This position is overtime exempt		
*developed after employment		

List Position Numbers & Job Titles of Positions Directly Supervised:	SIGNATURE OF AGENCY REPRESENTATIVE 	DATE 11/17/10
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