

POSITION DESCRIPTION

AGENCY/DEPT ID
Department of Administrative Services
DAS105110

DIVISION OR INSTITUTION
General Services Division

UNIT OR OFFICE
Deputy Director's Office

COUNTY OF EMPLOYMENT
FRANKLIN

POSITION NUMBER
20073927

Reclassification New Position Update Position Hyperlinked to Agency Organizational Tree

USUAL WORKING TITLE OF POSITION: Policy Assistant to the Deputy Director
POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR: See Table of Organization

Permanent Classified Overtime: Eligible Exempt Bargaining Unit 14
 Temporary Unclassified If FLSA Exempt, exemption type:
 Intermittent

NORMAL WORKING HOURS (Explain unusual or rotating shift):
FROM: 8:00am TO: 5:00pm Report-in location & work hours subject to change.

JOB DESCRIPTION AND WORKER CHARACTERISTICS

%	Job Duties in Order of Importance	Knowledge, Skills & Abilities
50	Reviews & analyzes problems & develop research tools & methods of data collection & design research & special projects: Analyzes & evaluates programs, procedures & policies; develops project proposals & program plans; provides technical advice to aid deputy director in decision making; researches & responds to inquiries & complaints; furnishes information & explains programs to DAS Communications for public, legislators & news media; writes position papers & reports; facilitates meetings & makes presentations.	Knowledge of (1) data analysis; (2) operational, mathematical, analytical &/or statistical research techniques used in problem solving or decision making; (3) generally accepted business practices; (4) training & development. Skill in (5) operation of personal computer & associated software (e.g. MS Word, Excel, PowerPoint, Outlook, PeopleSoft); Ability to (6) define problems, collect information, draw valid conclusions; (7) maintain congenial respectful work relationships with diverse groups of people; (8) respond to sensitive inquiries in courteous & friendly manner; (9) teach business concepts & programs effectively to variety of audiences; (10) prepare meaningful, accurate & concise reports; (11) prioritize work assignments; (12) work on assignments with little supervision; (13) obtain & maintain valid driver's license.
25	Collects, organizes & analyzes data: prepares & maintains reports, records &/or technical evaluations related to research or surveys conducted; identifies trends; provides suggestions on program or process improvements.	Knowledge of 1, 2, 3 Skill in 5 Ability to 6, 8, 10, 12
25	Serves in informational &/or advisory capacity with program units of General Services Division: coordinates meetings; follows up on action items; prepares progress reports & timelines; other duties as assigned.	Knowledge of 1, 2, 3 Skill in 5 Ability to 6, 8, 10, 12 *developed after employment.

JOB TITLE
Researcher 2

JOB CODE
66922

List Position Numbers & Job Titles of Positions Directly Supervised:

SIGNATURE OF AGENCY REPRESENTATIVE

DATE
7/26
2013

Dr. Sell

apd 7-29-13al