100-000U

POSITION DESCRIPTION

AGENCY/DEPT ID
Department of Administrative Services
DAS102310

DIVISION OR INSTITUTION	UNIT OR OFFICE	COUNTY OF EMPLOYMENT
Administrative Support	Office of Finance/Budget Unit	Franklin

POSITION NUMBER 20074520

☐ Reclassification ☐ New Position ☒ Update

Position Hyperlinked to ☐ Agency Organizational Tree

USUAL WORKING TITLE OF POSITION	POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR
Agency Budget Manager	SEE TABLE OF ORGANIZATION

☒ Permanent ☐ Temporary ☐ Intermittent	☒ Classified ☐ Unclassified ☐ Essential	Overtime: ☐ Eligible ☒ Exempt If FLSA Exempt, exemption type:	Bargaining Unit 22 PR 15 Page 1 of 2

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

JOB CODE TITLE Fiscal Officer 3

JOB CODE 66537 APD 1-17-12 UB

JOB DESCRIPTION AND WORKER CHARACTERISTICS

%	Job Duties in Order of Importance	Knowledge, Skills & Abilities
40	Plans & manages budget development activities of Department of Administrative Services (DAS) (e.g., agency): develops agency procedures & guidelines for development of capital & operating budgets; trains agency & Office of Finance (FIN) budget staff; DAS lead for budget module of Ohio Administrative Knowledge System (OAKS) financial system; coordinates agency review & submission of budget documents; writes budget language & testimony; coordinates preparation of budget presentations; prepares supplemental budget documentation as required; serves as budget liaison to Office of Budget & Management (OBM) & Legislative Service Commission; supervises FIN budget staff (e.g., delegates & monitors work assignments, approves timesheets & leave requests, administers discipline, evaluates performance).	Knowledge of (1) budgeting; (2) employee training & development; (3) supervision; (4) agency policies & procedures (e.g., rate development & administrative cost recovery)*; (5) state government structure & process (e.g., state government organization, state accounting policies, state budget process, OAKS, personnel/payroll policies & procedures; payroll/personnel system*. Skill in (6) use of personal computer & associated software (e.g., MS Word, Excel, various agency databases*, state accounting & personnel systems*). Ability to (7) define problems, collect data, establish facts, draw valid conclusions & initiate solutions; (8) interpret variety of laws & regulations; (9) prepare original correspondence & speeches on behalf of agency; (10) prepare meaningful, concise & accurate reports; (11) deal with many variables & determine specific action; (12) handle sensitive inquiries from & contacts with officials & general public; (13) establish friendly atmosphere as manager of budget section.
25	Manages FIN responsibilities for agency rate development & rate review: develops procedures for development of rates under FIN purview; coordinates review of rates developed by agency divisions; oversees maintenance of agency chart of accounts; trains agency budget staff in rate development policies & procedures; maintains agency rate development documentation.	Knowledge of 2, 3, 4*, 5*, (14) accounting; (15) federal cost principles (e.g., OBM Circular A-87)*. Skill in 6*. Ability to 7, 8, 11, 12. *Developed after employment.

List Position Numbers & Job Titles of Positions Directly Supervised:	SIGNATURE OF AGENCY REPRESENTATIVE	DATE
20005450 Management Analyst Supervisor 1 **20005451 Management Analyst Supervisor 1** **20005452 Management Analyst Supervisor 1**	[signature]	1/12/12

100-000U

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DAS102310

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Administrative Support	Office of Finance/Budget Unit	Franklin

POSITION NUMBER 20074520

☐ Reclassification ☐ New Position ☒ Update

Position Hyperlinked to ☐ Agency Organizational Tree

USUAL WORKING TITLE OF POSITION: Agency Budget Manager

POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR: SEE TABLE OF ORGANIZATION

☒ Permanent ☐ Temporary ☐ Intermittent

☒ Classified ☐ Unclassified ☐ Essential

Overtime: ☐ Eligible ☒ Exempt

If FLSA Exempt, exemption type:

Bargaining Unit 22
PR 15
Page 2 of 2

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
25	Plans, manages & monitors agency compliance with budget & rate plans: manages review of requested budget revisions, controlling board requests, personal service contracts & hiring requests for conformity with state & agency fiscal policies, available budget resources & rate plans; develops procedures for analyzing & reporting financial data & coordinates production of periodic reports.	Knowledge of 1, 2, 3, 4*, 5, (16) hiring, procurement & controlling board policies & procedures*. Skill in 6. Ability to 7, 8, 9, 10, 11*, 12, 13.
10	Performs analysis & research of budget issues (e.g., confidential & sensitive state & department issues): writes & edits correspondence & reports; performs other related duties as assigned.	Knowledge of 2, 3, 4*, 5*. Skill in 6. Ability to 7, 8, 9, 10, 11*, 12, 13, 16, (17) proofread & edit budget correspondence & reports; (18) develop complex reports & position papers.

*Developed after employment.

JOB CODE TITLE: Fiscal Officer 3

JOB CODE: 66537

HPD 1-17-12 US

List Position Numbers & Job Titles of Positions Directly Supervised:

20005450 Management Analyst Supervisor 1
20005451 Management Analyst Supervisor 1
20005452 Management Analyst Supervisor 1

SIGNATURE OF AGENCY REPRESENTATIVE

DATE: 1/12/12