

POSITION DESCRIPTION

OHIO DEPARTMENT OF ADMINISTRATIVE SERVICES

AGENCY
Department of Administrative Services

DIVISION OR INSTITUTION
Administrative Support Division

UNIT OR OFFICE
School Employees Health Care Board

POSITION NUMBER
20076050

State Agency County Agency New Position Change

County of Employment
Franklin

USUAL WORKING TITLE OF POSITION
Researcher

POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR
20074483 Executive Director 3

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

Page 1 of

JOB DESCRIPTION AND WORKER CHARACTERISTICS

%	Job Duties in Order of Importance	Minimum Acceptable Characteristics
60	Independently coordinates collection, organization, identification & analysis of data for the School Employees Health Care Board (SEHCB); responsible researching credible scientific evidence & peer-reviewed studies evaluating the success of various strategies in management of healthcare costs; serves as resource & technical advisor to SEHCB and its Advisory Committee in areas of research by providing & responding to public requests for information & data; assist SEHCB with identifying & promoting cost containment measures aligned with patient, plan, and provider management strategies in developing & managing health care plans.	Knowledge of (1) public relations; (2) office practices & procedures related to DAS & SEHCB*; (3) agency specific & state-wide policies & procedures; (4) government structure & processes*. Skill in (5) operation of personal computer related software/hardware (e.g., printers & peripherals, MS Word, MC Excel, spreadsheets & Access database). Ability to (6) define problems, collect data, establish facts & draw valid conclusions; (7) prepare meaningful, concise & accurate reports; (8) write letters, memos, policies, procedures & reports; (9) use proper research methods in gathering data; (10) gather, collate & classify information about data, people or things; (11) interpret & understand extensive variety of health care material from books, journals, manuals & web sites.
30	Acts as lead worker (i.e., provides work direction & training) over lower-level researcher; designs & implements research projects & prepares & maintains necessary reports, records &/or technical evaluations relative to research projects; serves as resource person & technical advisor in areas of research by replying to requests for information &/or representing SEHCB in meetings with government or industry representatives &/or public.	Knowledge of 1, 2*, 3, 4* Skill in 5 Ability to 6, 7, 8, 9, 10, 11
10	Performs other related duties as assigned: represents the SEHCB through interaction with consultants, legislators, state & federal agencies & interested parties.	Knowledge of 1, 3, Ability to 11 *developed after employment

JOB CODE TITLE
Researcher 3

JOB CODE
66923

List Position Numbers and Class Titles of Positions Directly Supervised:

SIGNATURE OF AGENCY REPRESENTATIVE

DATE



4/21/08

APD 5-27-08 WJ