

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
Analysis & Marketing Manager

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 1

JOB DESCRIPTION AND WORKER CHARACTERISTICS

%	Job Duties in Order of Importance	Minimum Acceptable Characteristics
60	Serves as School Employees Health Care Board (SEHCB) Analysis & Marketing Manager: ensures compliance, implementation and operation of Ohio Revised Code (ORC) 9.901; responsible for formulating & implementing policy; coordinating collection, organization, identification & analysis of data for the SEHCB; responsible for 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; represents & provides presentations regarding function & purpose of SEHCB to consultants, legislators, state & federal agencies & other interested parties.	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.
40	Responsible for providing work direction and training to lower-level staff; 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
Position is unclassified per 124.11(A)(9) and is overtime exempt.		*developed after employment

JOB CODE TITLE
Administrative Assistant 3

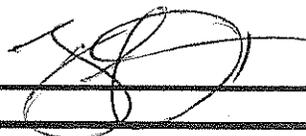
APD 8/12/08

JOB CODE
63123

List Position Numbers and Class Titles of Positions Directly Supervised:

SIGNATURE OF AGENCY REPRESENTATIVE

DATE



8/12/08