

<b>POSITION DESCRIPTION</b>		AGENCY/DEPT ID Department of Administrative Services DAS105000
DIVISION OR INSTITUTION General Services Division	UNIT OR OFFICE Deputy Director's Office	COUNTY OF EMPLOYMENT FRANKLIN

POSITION NUMBER 20076504	<input 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 College Intern	POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR See Table of Organization	

<input type="checkbox"/> Permanent	<input type="checkbox"/> Classified	Overtime: <input checked="" type="checkbox"/> Eligible <input type="checkbox"/> Exempt	Bargaining Unit 14
<input checked="" type="checkbox"/> Temporary	<input checked="" type="checkbox"/> Unclassified	If FLSA Exempt, exemption type:	Page 1 of 1
<input type="checkbox"/> Intermittent	<input type="checkbox"/> Essential		

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
60	Assists with developing & executing project proposals/plans for all operating units within General Services Division (e.g., Deputy Director's Office, Fleet Management, Real Estate & Planning, Procurement Services, Risk Management, State Printing, Properties & Facilities): analyzes & evaluates programs, procedures & policies; conducts research & applies critical thinking to resolve identified issues; provides technical advice to aid deputy director's office in decision making; creates & maintains training & guidance resources; researches & responds to inquiries & complaints; writes position papers & reports; facilitates meetings & makes presentations.	Knowledge of (1) business administration, public administration or related field; (2) data analysis; (3) operational, mathematical, analytical &/or statistical research techniques used in problem solving or decision making; (4) project management; (5) state government organization, processes & timelines*. Skill in (6) verbal/written communication; (7) operation of personal computer & associated software (e.g. MS Word, Excel, PowerPoint, Outlook, OAKS*); Ability to (8) think critically to define problems, collect data & information, establish facts & draw valid conclusions; (9) maintain congenial respectful work relationships with diverse groups of people; (10) respond to inquiries in courteous & friendly manner; (11) prepare meaningful, accurate & concise reports; (12) prioritize work assignments; (13) work on assignments with little supervision.
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 6, 7 Ability to 8, 9, 10, 11, 12, 13
15	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, 4 Skill in 6, 7 Ability to 11, 12, 13

App 8.25.16 (ce)

JOB CODE 99940	List Position Numbers & Job Titles of Positions Directly Supervised:	SIGNATURE OF AGENCY REPRESENTATIVE	DATE
			8/26/16