

POSITION DESCRIPTION

OHIO DEPARTMENT OF ADMINISTRATIVE SERVICES

AGENCY
Department of Administrative Services

DIVISION OR INSTITUTION
Human Resources

UNIT OR OFFICE
Classification & Compensation

State Agency County Agency New Position Change

County of Employment
Franklin

USUAL WORKING TITLE OF POSITION
Executive Secretary

POSITION NO. & TITLE OF IMMEDIATE SUPERVISOR
22300.0, Human Resources Manager 4

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

JOB DESCRIPTION & WORKER CHARACTERISTICS

%	Job Duties in Order of Importance	Minimum Acceptable Characteristics
60	Independently makes decisions, judgments & performs non-routine administrative tasks on behalf of the Office of Classification & Compensation (OCC) Manager: Represents Human Resources Manager & staff at various meetings to communicate decisions to appropriate human resources employees &/or assignments to staff on managers behalf; assists Human Resources staff in researching, compiling & preparing human resources reports; monitors, documents & maintains staff assignments for timelines met & notifies appropriate manager; independently answers human resources customer inquiries or information & determines appropriate action; answers questions that would resolve potential problems; updates position descriptions and personnel actions; identifies & keeps staff abreast of any potential problems as it relates to the human resources services that we provide our customers; independently responds to human resources customer inquiries or requests for information & determines appropriate action for resolution (e.g., advises customer regarding job audit appeal process & Administrative Code; how to initiate a class plan request; status of class plan request; job audit appeal process; how to request a job audit; who can request a job audit; how to initiate a class plan request); independently responds to correspondence (e.g., job audit letters & memorandums; instructional memos & e-mails);	Knowledge of (1) Office of Classification & Compensation Job Audit procedures, (2) Office of Classification & Compensation Guidelines for requesting classification plan changes, (3) Office of Classification & Compensation Personnel Data Base, (4) Office practices and procedures (e.g., Office of Classification & Compensation Office Practices and Procedures, (5) Dept. of Administrative Services, Human Resources Division Class Plan procedures to include Chapter 124.14 of the Ohio Revised Code, (6) public relations, (7) English grammar & composition. Skill in (8) operation of multi-line telephone, (9) operation of personal computer, (10) word processing (e.g., Microsoft Word, Excel, Lotus Notes), (11) CICS/Ohio Data Network. Ability to (12) define problems, collect data, establish facts & draw valid conclusions, (13) interpret extensive variety of technical material in books, journals & manuals, (14) calculate fractions decimals & percentages, (15) use research methods in gathering data, (16) handle sensitive inquiries & requests received by telephone, e-mail or in person contacts, assess questions & provide appropriate information & schedule appointments.

POSITION CONTROL NUMBER 22301.0
 CLASS TITLE Executive Secretary 1
 CLASS NUMBER 16832

APD 10/22/04 MD

List Position Numbers & Class Titles of Positions Directly Supervised:

SIGNATURE OF AGENCY REPRESENTATIVE

DATE



9/27/04

<h1 style="margin: 0;">POSITION DESCRIPTION</h1> <p style="text-align: center; margin: 10px 0;">OHIO DEPARTMENT OF ADMINISTRATIVE SERVICES</p>	AGENCY Department of Administrative Services
	DIVISION OR INSTITUTION Human Resources
	UNIT OR OFFICE Classification & Compensation

POSITION CONTROL NUMBER 22301.0	<input checked="" type="checkbox"/> State Agency <input type="checkbox"/> County Agency <input type="checkbox"/> New Position <input checked="" type="checkbox"/> Change	County of Employment Franklin
	USUAL WORKING TITLE OF POSITION Executive Secretary	POSITION NO. & TITLE OF IMMEDIATE SUPERVISOR 22300.0, Human Resources Manager 4
	NORMAL WORKING HOURS (Explain unusual or rotating shift) 8:00 a.m. - 5:00 p.m.	
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JOB DESCRIPTION & WORKER CHARACTERISTICS		
CLASS TITLE Executive Secretary 1	CLASS NUMBER 16832	CLASS TITLE Executive Secretary 1
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%	Job Duties in Order of Importance	Minimum Acceptable Characteristics
20	Assists administrator with office procedures; sets up Classification & Compensation office procedures (e.g., requesting/receiving supplies; stamping, mailing & logging in & out class plan proposals, job audits, position specific minimum qualifications; position descriptions); orders supplies through business office; receives & compiles analysts weekly reports into a draft weekly report for Human Resources Manager to be submitted to Deputy Director; acts as a liaison between Human Resources Manager & Human Resources Analysts (e.g., relaying information regarding new/revised Classification & Compensation procedures, instructions from Human Resources Manager to analysts; work assignments).	Knowledge of 1, 2, 3, 4, 5, 6, 7, (17) inventory control. Skill in 9, 10, 11. Ability to 12,13, 14, 15, 16, (18) proofread technical materials, recognize errors & make corrections.
10	Operates personal computer to type sensitive, complex, or confidential materials which includes formatting (e.g., proposed exempt & bargaining unit classification specifications; Articles 36.05 & 39 classification review summaries & requests for notice to be sent by OCB to affected union; compliance review reports, position papers, graphs/charts, correspondence, employee record data, performance evaluations, discipline) for transmittal or records documentation; provides technical computer assistance to Classification & Compensation staff in the use of Microsoft Word, Excel & Lotus Notes; operates personal computer to log, enter, access &/or generate correspondence &/or various reports (e.g., job audit reports; compliance reviews; classification & compensation logs; surveys; article reviews; human resources letters; classification specifications; position descriptions).	Knowledge of 1, 2, 3, 4, 5, 6, 7. Skill in 9, 10, 11. Ability to 12,13, 14, 15, 16, 18.
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JOB DESCRIPTION & WORKER CHARACTERISTICS		
%	Job Duties in Order of Importance	Minimum Acceptable Characteristics
10	Performs related clerical duties: checks reception area, meeting or conference rooms to ensure presentable appearance, displays are stocked &/or proper seating arrangements have been made as requested; schedules facilities for meetings; prepares meeting agendas; opens, timestamps, sorts & distributes mail; greets &/or directs visitors; receives & screens calls on a daily basis; files documents; operates photocopier to obtain copies for dissemination; stuffs envelopes for mailing; pages/telephones staff; operates facsimile equipment to send & receive faxes; takes inventory of supplies; stocks photocopier, printer with paper &/or toner & clears paper jams.	Knowledge of 5, 8. Skill in 10, (19) operation of office equipment (e.g., facsimile machine, photocopier, calculator). Ability to 13, (20) sort items into categories according to established methods, (21) open and sort mail.

List Position Numbers & Class Titles of Positions Directly Supervised:	SIGNATURE OF AGENCY REPRESENTATIVE 	DATE 9/27/04
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POSITION CONTROL NUMBER
22301.0

CLASS TITLE
Executive Secretary 1

CLASS NUMBER
16832

APD 10/29/04 MR