

POSITION DESCRIPTION

OHIO DEPARTMENT OF ADMINISTRATIVE SERVICES

AGENCY
Department of Administrative Services

DIVISION OR INSTITUTION
Human Resources Division

UNIT OR OFFICE
Office of Classification & Compensation

State Agency County Agency New Position Change

County of Employment
Franklin

USUAL WORKING TITLE OF POSITION
Program Manager

POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR
20005834 (22300.0) Human Resources Manager 4

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

JOB DESCRIPTION AND WORKER CHARACTERISTICS

%	Job Duties in Order of Importance	Minimum Acceptable Characteristics
50	Develops & implements policy for the Classification & Compensation performance reporting program & relieves superior of variety of difficult administrative duties associated with program; acts for and on behalf of the, deputy director & administrator (e.g. speaks on behalf of the department, division and office in reporting performance indicators for the State of Ohio for Recruitment, Classification & Compensation, County Services, Performance Management (OPRS), Test Development and HR plan); develops HR plan, reports & charts including budgetary figures & impact, staffing projections & succession plan reports; responds to programmatic issues/needs of staff; leads/monitors task forces to develop performance indices & reporting techniques; develops reports including historical records & presents recommendation to supervisor; utilize Excel, Word, PowerPoint to depict findings & recommendations; plans, writes & implements goals under direction of supervisor; serves as liaison between administrator & subordinates; transmits decisions & directives; represents administrator at meetings & conferences; assumes responsibility & authority as designated in administrator's absence.	Knowledge of (1) public/human relations; (2) agency/division policies & procedures*; (3) government structure & process*; (4) budgeting; (5) business administration. Skill in (6) operation of a personal computer & related software (Microsoft Office). Ability to (7) define problems, collect data, establish facts & draw valid conclusions; (8) utilize statistical analysis; (9) prepare meaningful, concise, accurate reports; (10) handle sensitive inquiries.
20	Analyzes & evaluates programs, procedures & policies through evaluation of performance indices & trends; provides technical advice to administrators; conducts research to establish causal links to performance variation; establishes report mechanisms & database update methodology; establishes timelines for agencies to report data; develops reporting techniques.	Knowledge of 1, 2*, 3*, 5. Skill in 6. Ability to 8, 9, 10.
20	Researches & responds to inquiries & complaints from agencies on behalf of the administrator or deputy director; researches and composes responses for supervisor's review; provides information & explains programs & works with Office of Communications for requests from the media; maintains appropriate level of confidentiality & briefs supervisor regarding any concerns.	Knowledge of 1, 2*, 3*, 5. Skill in 6. Ability to 7, 8, 9, 10, (11) use proper research methods in gathering data.
10	Manages business function of administrator's office; prepares & administers Office budgets including tracking expenses; reports balances periodically; establishes & oversees maintenance of fiscal controls; acts as unit liaison with Business Office HRD to authorize expenditures; develops & implements training programs for office staff to develop skill in use of reporting tools; develops & administers special programs & projects; prepares important documents, correspondence, directives & publications.	Knowledge of 1, 2*, 3*, 4, 5. Skill in 6. Ability to 7, 8, 9, 10, 11.

Position is unclassified per section §124.11 (A) (9) Ohio Revised Code

List Position Numbers and Job Code Titles of Positions Directly Supervised:

SIGNATURE OF AGENCY REPRESENTATIVE

DATE

John A. Audette

6/13/2007

POSITION NUMBER
20072329 (22201.0)

JOB CODE TITLE
Administrative Assistant 3

JOB CODE
63123

APD 6-28-07 (M)