

POSITION DESCRIPTION

OHIO DEPARTMENT OF ADMINISTRATIVE SERVICES

AGENCY
Department of Administrative Services

DIVISION OR INSTITUTION

UNIT OR OFFICE
Office of Collective Bargaining

POSITION NUMBER
20006552 (50402.0)

State Agency County Agency New Position Change

County of Employment
Franklin

USUAL WORKING TITLE OF POSITION
Fiscal Officer

POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR
20006574 (50401.0) Fiscal Administrator

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

Page 1 of 2

JOB DESCRIPTION AND WORKER CHARACTERISTICS

%	Job Duties in Order of Importance	Minimum Acceptable Characteristics
30	Coordinates, monitors & performs a variety of fiscal management & control activities (e.g. authorizes obligations, purchases, expenditures & payments, prepares & monitors agreements & contracts with consultants, monitors accounts payable & receivable, inventory, account allocation planning & payroll budget activities, reviews & approves travel expenses, maintains petty cash funds, follows accounting/auditing procedures); manages budgetary process (e.g., accumulates, monitors & reviews financial positions, personnel services expenditures, overtime utilization & appropriation revenues, develops, analyzes, monitors & projects budget, prepares reports for discussion of budget concerns); serves as administrator of the time sheet system (OAKS Time & Labor).	Knowledge of (1) business administration & accounting procedures (e.g., GAAP, fund & government accounting); (2) DAS & OCB policy & procedures*; (3) applicable state & federal laws, rules, procedures & standards governing fiscal & budgetary operations, purchasing & accounting; (4) supervision. Skill in: (5) office equipment (e.g., calculator, copier, fax, scanner & printer); (6) use of personal computer and associated software (e.g., Microsoft Office); (7) calculating basic math (e.g., addition, subtraction, decimals, fractions, multiplication, division.) Ability to: (8) deal with problems involving several variables in familiar context; (9) define problems, collect & analyze data, establish facts & draw valid conclusions; (10) prepare concise & accurate reports; (11) gather, collate & classify information about fiscal data; (12) handle routine & sensitive inquiries from State of Ohio contacts, the public & employees; (13) supervision.
20	Prepares, maintains & oversees preparation & maintenance of records, reports, studies &/or correspondence related to fiscal activities & operations (e.g., statistical financial statements, expenditure reports, cost allocation plans, inventory reports, & correspondence concerning status of payments or department policy explanations, reports regarding action to be taken to improve the fiscal operations).	Knowledge of 1, 2, 3*, 4*, 5*, 6* Skill in 7 Ability to 8, 9, 10, 11, 12 *developed after employment

JOB CODE TITLE
ADMINISTRATIVE STAFF

JOB CODE
99580

List Position Numbers & Titles of Positions Directly Supervised:
20006569 (50303.0) Admin Staff Facilities & LR
20006571 (50127.0) Admin Staff Receptionist
20006576 (50404.0) Admin Staff Facility Admin Asst

SIGNATURE OF AGENCY REPRESENTATIVE



Michael P. Duco, Interim Deputy Director

DATE

6/18/02

ADD 72-02 (100)

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%	Job Duties in Order of Importance	Minimum Acceptable Characteristics
20	Performs detailed research on a variety of topics related to the bargaining process for the Office of Collective Bargaining (OCB) (e.g., researches pay records, information from other jurisdictions & states such as contract language, benefits, sources of funding); responds to inquiries from state agencies regarding composition of bargaining units & other similar topics.	Knowledge of 1, 2, 3*, 4*, 5*, 6* Skill in 7 Ability to 8, 9, 10, 11, 12
05	Performs various fiscal related & non-fiscal miscellaneous tasks (e.g., assists in records management, telecommunication coordinator, controlling board preparation, development of database applications); may represent Office of Collective bargaining in meetings.	Knowledge of 1, 2, 3*, 4*, 5*, 6* Skill in 7 Ability to 8, 9, 10, 11, 12
25	Supervises support staff (e.g. approves leave & time reports, administers discipline, evaluates performance): establishes policies for reception and mail areas; interviews prospective applicants; trains & provides orientation to new employees; delegates & follows up on unit assignments; compiles activity reports; coordinates reception & mail area coverage.	Knowledge of 1, 2, 3*, 4*, 5*, 6* Skill in 7 Ability to 8, 9, 10, 11, 12

*developed after employment

This position is in unclassified service per Section 4117.10(D) of Ohio Revised Code & is overtime exempt.

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SIGNATURE OF AGENCY REPRESENTATIVE

DATE



6/8/08

Michael P. Duco, Interim Deputy Director

APD 7-2-08 WED