PUC300000R

POSITION DESCRIPTION

AGENCY/DEPT ID PUC300000

DIVISION OR INSTITUTION	UNIT OR OFFICE	COUNTY OF EMPLOYMENT
Administration Department	Director's Office	Franklin

POSITION NUMBER 20069493

☒ Reclassification ☐ New Position ☐ Update

Position Hyperlinked to ☐ Agency Organizational Tree

USUAL WORKING TITLE OF POSITION

POSITION NO. AND JOB TITLE OF IMMEDIATE SUPERVISOR
20077458 Policy Staff

☒ Permanent ☐ Temporary ☐ Intermittent	☐ Classified ☒ Unclassified	Overtime: ☐ Eligible ☒ Exempt If FLSA Exempt, exemption type: Admin./Supervisory	☒ Filled ☐ Vacant	Bargaining Unit 22 Page 1 of 1

NORMAL WORKING HOURS (Explain unusual or rotating shift):
FROM: 8:00 am TO: 5:00 pm

JOB TITLE Deputy Director 2

JOB CODE 61312

JOB DESCRIPTION

%	Job Duties in Order of Importance	Knowledge, Skills & Abilities
50%	Under administrative direction from Chief Operating Officer (COO) and Chief of Staff (COS), defines, develops, & implements policy & procedures affecting the administrative functions of the Public Utilities Commission of Ohio (PUCO); updates COO on issues impacting the Administration Department, recommends action to carry out PUCO mission & objectives, and implements directives received from COO; works with other department directors (e.g., Legal, Utilities) to assure department activities comply with state laws, rules & regulations pertaining to docketed cases before the PUCO & Ohio Power Siting Board (OPSB).	Knowledge of: (1) budgeting, (4) accounting, (5) management, (6) labor relations, (7) workforce planning, (8) employee training & development, (9b) supervision, (11a) human relations, (13b) policies & procedures (e.g., PUCO, OPSB), (14) government structure & process (e.g., ORC Title 49, OAC 4901), (16) interviewing, (17) business (e.g., public administration, business administration), Skill in: (29) equipment operation (e.g., personal computer & software), Ability to: (30r) deal with many variables & determine specific action, (31h) statistical analysis, (32p) interview job applicants effectively, (32r) prepare meaningful, concise, & accurate reports, (32t) use proper research methods in gathering data, (32u) prepare & deliver speeches before specialized audiences & general public, (32x) develop complex reports & position papers), (34c) cooperate with coworkers on group projects, (34f) handle sensitive inquiries from & contacts with officials & general public, (34g) establish friendly atmosphere as division or large section chief (i.e., director), (34i) resolve complaints from angry citizens & government officials.
50%	Supervises the chief of the Docketing & Teletext Services Divisions & directs efforts of division staff (e.g., assigns & reviews work, reviews performance evaluations, recommends or initiates disciplinary action), reviews & compiles department budget & objectives & monitors implementation of directives to achieve departmental & agency goals; plans, defines, & implements work flow methods to assure customer service is achieved in the Docketing & Teletext services divisions; coordinates review of large item purchases (e.g., imaging equipment) & recommends course of action; conducts meetings of subordinate supervisors to discuss departmental activities, strategize on needs & workload and workforce projections, analyzes current workforce requirements & determines best method to utilize available staff; plans & makes recommendations regarding departmental succession plans. Supervises administrative assistant, provides direction & assignments, reviews and critiques work produced.	

List Position Numbers & Job Titles of Positions Directly Supervised:

20069544 Administrative Officer 3
20069450 Administrative Assistant 3

SIGNATURE OF APPOINTING AUTHORITY OR DESIGNEE

DATE