

**Franklin County Board of Commissioners
Classification Specification & Job Description**

<u>CLASSIFICATION TITLE:</u> Administrative Assistant 1, Benefits	<u>CLASS NUMBER:</u> 10251	<u>FLSA:</u> Non-Exempt
<u>AGENCY/DIVISION:</u> Department of Human Resources/ Benefits & Wellness	<u>JOB TYPE:</u> Full Time, Classified	<u>PROBATION PERIOD:</u> 180
<u>BARGAINING UNIT:</u> Non-Bargaining	<u>PAY GRADE:</u> N9	<u>POSITION CONTROL #:</u> 060021
<u>POSITION LOCATION:</u> 373 S. High St., 25 th FL., Columbus, OH 43215	<u>TYPICAL WORK SCHEDULE:</u> Monday – Friday 8:00 AM – 5:00 PM	<u>SUPERVISOR (PCN):</u> Employee Wellness Administrator (060020)
<u>JOB TITLE (PCN) OF THOSE DIRECTLY SUPERVISED:</u>		

CLASSIFICATION PURPOSE:

The primary purpose of the Administrative Assistant 1 classification is to provide confidential and administrative, secretarial and varied support work for assigned department director, assistant director and other managers, involving complex work problems and situations requiring thorough familiarity with the operations of the county.

JOB DUTIES:

Assist with administrative tasks with various health management programs. Coordinate schedules and assist in developing health intervention and prevention programs for employees and their dependents. As assigned, represent supervisor at meetings or conferences pertaining to all aspects of health and wellness planning including events scheduling and design. Coordinate space requirements and participates in settings up exhibits. Manage health and wellness projects including providing information and assistance with bulletin boards, announcements, internet portal messages and delivers presentations about wellness programs.

Organize health immunization and screening events. Collaborate with vendors, as needed, to resolve member issues and questions (e.g., incentive credit, exam credit). Assist with planning and preparation for annual 5k event. Manage gym membership reimbursement program, including processing of requests, determining reimbursement amounts according to plan guidelines and preparation of incentive file. Maintain Wellness Champion records and assist in supporting Wellness Champion network.

Perform clerical tasks (e.g., maintains logs, screens and directs calls; maintains files and retrieves information; may assist as receptionist; opens, sorts, and distributes wellness information and materials). Respond in a timely manner to all ThriveOn phone and email inquiries. Maintain regular and predictable attendance.

These duties are illustrative only and you may perform some or all of these duties or other job-related duties as assigned.

MAJOR WORKER CHARACTERISTICS:

Knowledge of employee training and development; office practices and procedures. Skill in word-processing; excel; equipment operations. Ability to deal with problems involving several variables in familiar context; define problems, collect data, establish facts and draw valid conclusions; calculate, fractions, decimals and percentages; use proper research methods in gathering data; gather, collate and classify information about data, people or things; cooperate with co-workers on group projects, and handle sensitive inquiries from and contacts with officials and general public; present program information to variety of audiences.

MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:

Any equivalent combination of relevant training and experience including but not limited to: Associates degree with coursework emphasis in business administration or related field, with three (3) years of clerical or office administration experience.

Additional Requirements

No special license or certification is required.

Supervisory Responsibilities

None required.

UNUSUAL WORKING CONDITIONS:

N/A

Acknowledgement of Receipt:

I acknowledge that I have received a copy of my position description and can perform the essential functions of the job duties as described in the position description.

Employee Name

Employee Signature

Date