

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

<u>CLASSIFICATION TITLE:</u> Management Analyst (P-Card Coord.)	<u>CLASS NUMBER:</u> 70402	<u>FLSA:</u> Exempt
<u>AGENCY/DIVISION:</u> Purchasing Department	<u>JOB TYPE:</u> Full Time, Classified	<u>PROBATION PERIOD:</u> 180
<u>BARGAINING UNIT:</u> Non-Bargaining	<u>PAY GRADE:</u> N16	<u>POSITION CONTROL #:</u> 021009
<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> Director (021009)
<u>JOB TITLE (PCN) OF THOSE DIRECTLY SUPERVISED:</u>		

CLASSIFICATION PURPOSE:

The primary purpose of the P-Card Coordinator classification is to develop and update procedures and related forms for assigned programs and activities; to ensure compliance with federal and state rules; to design and develop reports and statistical information as requested; and to supervise programs.

JOB DUTIES:

Manage the county's P-Card program in compliance with county policies and guidelines while maximizing the business potential of the use of P-Cards. Train county cardholders and their management in the use of P-Cards. Act as liaison to the county's P-Card providers. Evaluate the P-Card program and recommend improvements to increase the value of the program to the county. Review agency compliance with program policies. Monitor transactions and other card activities. Analyze appropriateness of credit limits. Analyze causes for declined transactions. Manage the county's P-Card program, following county policies and guidelines in order to achieve the best possible business results. Ensure that the program complies with guidelines set out in the information security manual, the county administrative manual, the financial accounting manual, and relevant county policy and procedures. Review transaction data on an ongoing basis to recognize situations that may pose problems. Track P-Card activity by cardholder and department.

Analyze purchases not correctly expensed by cardholder. Maintain current list of coordinators and communicate to the P-Card contractor. Manage county P-Card accounts: account set-up and closing, account dollar limits, other account controls (e.g., application/blockage of merchant category codes). Create and maintain P-Card administrator manuals. Train cardholders and their management on P-Card usage, utilize a variety of tools, including Web-based applications, to deliver training. Coordinate communication to agency coordinators regarding program enhancements, changes, and issues. Analyze card distribution. Provide quarterly reporting to county administration. Recommend or make modifications to the program to achieve better results. Analyze and reports on program results at least annually, using standard metrics to provide clear comparisons and trend analyses.

Coordinate issues that arise from P-Card purchases/payments on behalf of county cardholders. Review P-Card policy periodically and recommend changes. Handle security issues, such as fraud, compromised accounts and lost/stolen accounts, by working with the cardholder and the P-Card provider. Responsible for troubleshooting problems encountered with card use or vender authorization. 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 budgeting; bookkeeping; accounting; employee training and development; public relations; agency policy and procedures; business. Skill in electronic data processing; equipment operation. Ability to deal with many variables and determine specific action; use statistical analysis; prepare meaningful, concise and accurate reports; use proper research methods in gathering data; originate instructions and specifications concerning proper uses of machinery; cooperate with coworkers on group projects, handle sensitive inquiries from and contact with officials.

MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:

Any equivalent combination of relevant training and experience including but not limited to: Bachelor's degree in business administration, public administration, or related field with three (3) years of business or public administration, or related 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