

POSITION DESCRIPTION

OHIO DEPARTMENT OF ADMINISTRATIVE SERVICES

AGENCY
Department of Administrative Services

DIVISION OR INSTITUTION
Administrative Services

UNIT OR OFFICE
Office of Employee Services

State Agency County Agency New Position Change

County of Employment
Franklin

USUAL WORKING TITLE OF POSITION
Assessment Manager

POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR
500.0 Human Resources Administrator 3

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
45	Serves as agency Assessment Manager with overall responsibility for interview questions, proficiency instruments, job analysis & position descriptions: interprets & applies Ohio Revised Code & collective bargaining agreements to ensure compliance in hiring practices; maintains ongoing communication with human resources coordinators (HRCs) & managers regarding processes; develops & implements policies & procedures relating to responsibility areas; conducts training for HRCs, managers & administrative staff on PD writing, job analysis & writing appropriate questions; recommends potential areas for class plan changes & represents agency in class plan meetings; processes Position Description Questionnaires (e.g., reviews & signs as management designee, advises division management of process & necessary documentation, reviews & submits documentation for evaluation by state classification unit); administers database to track position activity; oversees approval & disapproval of pre-employment tests & interview questions; assists managers & account executives in developing appropriate & content-valid assessment tools (e.g., qualifications/experience/education questionnaire, multiple choice tests; structured interview questions) & probationary period training & evaluation plans.	Knowledge of (1) agency policies & procedures (e.g., PD decentralization policy, PD processing)*; (2) government structure & process (e.g., agency table of organization, state classification plan)*; (3) public/human relations; (4) English grammar & punctuation; (5) employee training & development; (6) interview question development; (7) assessment principles & practices; (8) human resources office operations including recruitment & staffing (e.g., hiring process, application review, personnel actions). Skill in (9) interpreting & applying laws, rules & regulations relating to human resources (e.g., Ohio Revised Code, collective bargaining agreements, Affirmative Action goals, Americans with Disabilities Act, Fair Labor Standards Act); (10) use of personal computer & associated hardware/software (e.g., spreadsheet, database, word processing, mainframe environment & presentation software); (11) use of job analysis methodologies (e.g., WRIPAC & QEE); (12) writing & reviewing position descriptions; Ability to (13) extract pertinent information from individuals, interpret & evaluate responses; (14) establish & maintain good rapport with co-workers, agency personnel & customers; (15) define problems, collect data, establish facts & draw valid conclusions; (16) use proper research methods in gathering data; (17) maintain confidentiality of information; (18) maintain accurate *developed after employment

POSITION CONTROL NUMBER
524.0

CLASS TITLE
Management Analyst Supervisor 2

CLASS NUMBER
63216

List Position Numbers and Class Titles of Positions Directly Supervised:
523.0 Executive Secretary 1

SIGNATURE OF AGENCY REPRESENTATIVE

DATE

Allen N. Stauffer

9/26/05

APD 9-28-05 YMC

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JOB DESCRIPTION AND WORKER CHARACTERISTICS

%	Job Duties in Order of Importance	Minimum Acceptable Characteristics
45	Coordinates all hiring processes with assigned division Human Resource Coordinators (HRCs) & provides human resources assistance: participates in recruitment & hiring activities (e.g., reviews & approves position descriptions; posts new & vacant positions; screens applications & determines if applicants meet minimum qualifications; processes personnel actions; assists with divisional reorganization plans (e.g., reviews class structure, ensures requested reorganization is in compliance with state classification plan & positions requiring supervision are not compromised by reorganization); maintains position description files for assigned divisions; enters tracking information into management database & prepares reports based on analyses conducted; prepares weekly activity reports; participates in revision of operating procedures; conducts job analysis using WRIPAC & other appropriate methodology in order to accurately classify positions, document Position Specific Minimum Qualifications (PSMQS) & develop content valid assessment tools; processes performance evaluations.	<p>& organized records; (19) work alone on must tasks; (20) interpret extensive variety of technical material in books, journals & manuals; (21) handle multiple tasks with short deadlines; (22) write letters, memos, policies & procedures; (23) communicate effectively in writing & verbally.</p> <p>Knowledge of 1*, 2*, 3, 4, 5, 6, 7, 8, (24) customer service techniques; Skill in 9, 10; 11, 12 Ability to 13, 14, 15, 16, 17, 18, 19, 20, 21, 22, 23.</p>
10	Performs other duties as assigned: assists Human Resources Administrator & Labor Relations Officer (e.g., staffing analysis, job audits, working-out-of-class grievances); represents Office of Employee Services at State Personnel Board of Review & State Employment Relations Board hearings; attends & participates in meetings on behalf of agency regarding program areas; proctors testing sessions to ensure exam integrity; maintains approved & completed test files; supervises assigned staff & evaluates performance.	<p>Knowledge of 1*, 2*, 3*, 4, 5 Skill in 6, 7 Ability to 8, 9, 10, 11, 12, 13, 14, 15, 23</p> <p>*developed after employment</p>

CLASS NUMBER
63216

CLASS TITLE
Management Analyst Supervisor 2

APD 9-28-05 MC

List Position Numbers and Class Titles of Positions Directly Supervised:
523.0 Executive Secretary 1

SIGNATURE OF AGENCY REPRESENTATIVE

DATE

Allen N. Shaeffer

9/26/05

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JOB DESCRIPTION AND WORKER CHARACTERISTICS

%	Job Duties in Order of Importance	Minimum Acceptable Characteristics
	<p>This position is overtime exempt.</p>	<p><u>Position Specific Minimum Qualifications</u> 24 mos. exp. interpreting & applying laws, rules & regulations relating to human resources (e.g., Ohio Revised code, collective bargaining agreements, affirmative Action goals, Americans with Disabilities Act, Fair Labor Standards Act).</p> <p>24 mos. exp. writing & reviewing position descriptions;</p> <p>12 mos. exp. in use of job analysis methodologies (e.g., WRIPAC & QEE);</p> <p>12 mos. exp. in human resources office operations including recruitment & staffing (e.g., position descriptions, hiring process, application review, personnel actions).</p>

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Management Analyst Supervisor 2

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DATE

Allen N. Shaffer 9/26/05