100-000U

POSITION DESCRIPTION

AGENCY/DEPT ID
DAS102100

DIVISION OR INSTITUTION	UNIT OR OFFICE	COUNTY OF EMPLOYMENT
Administrative Support	Office of Employee Services	Franklin

POSITION NUMBER 20005514

☐ Reclassification ☐ New Position ☒ Update

Position Hyperlinked to ☐ Agency Organizational Tree

USUAL WORKING TITLE OF POSITION	POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR
Employee Relations Administrator	20005412 Human Capital Management Administrator 2

☒ Permanent ☐ Temporary ☐ Intermittent	☒ Classified ☐ Unclassified ☒ Essential	Overtime: ☐ Eligible ☒ Exempt If FLSA Exempt, exemption type: Administrative	Bargaining Unit 22 Page 1 of 3

NORMAL WORKING HOURS (Explain unusual or rotating shift):
FROM: 8:00 a.m. TO: 5:00 p.m. Report in location subject to change

JOB CODE TITLE Management Analyst Supervisor 2

JOB DESCRIPTION AND WORKER CHARACTERISTICS

%	Job Duties in Order of Importance	Knowledge, Skills & Abilities
30	Plans, develops, directs, coordinates, organizes & provides oversight for all activities of Employee Relations office within division of General Services: conducts research, completes special projects, establishes priorities & supervises assigned staff (e.g., Training & Employee Development, Labor Relations Policy & Procedures, & Payroll & Benefits) & monitors staff activities; identifies & resolves operational/problems/issues; develops budget for Employee Relations office & approves expenditures; develops instruments to gather data to review & assess current work processes, procedures, work flow, staff productivity & performance, staffing & available training in order to summarize current situation & recommend changes for improvement; develops & implements strategies for staff development, training, replacement/recruitment, & staffing issues to improve performance & customer responsiveness; ensures consistent application of policies & discipline across division; establishes personnel goals & objectives for division; creates & maintains formal division policies/procedures that promote employee development.	Knowledge of (1) management; (2) supervisory principles & techniques; (3) labor relations (e.g., collective bargaining agreements, grievance handling, discipline processing); (4) work force planning; (5) employee training & development; (6) supervision; (7) employee safety procedures & practices; (8) public relations; (9) human relations; (10) human resource practices (e.g., federal & state employment laws); (11) office management. Skill in (12) use of personal computer & associated hardware/software (e.g., MS Word, Outlook). Ability to (13) evaluate, implement & monitor training needs & programs; (14) establish & monitor long & short range organizational goals; (15) apply knowledge of current federal & state employment laws; (16) apply principles to solve problems; (17) define problems, collect data, establish facts & draw valid conclusions; (18) use proper research methods in gathering data; (19) gather, collate & classify information about data, people or things; (20) deal with many variables & determine a specific course of action; (21) effectively communicate orally, in writing & electronically; (22) handle routine & sensitive contacts with employees, union representatives, other government & private business officials. *developed after employment

JOB CODE 63216

apd 3-25-09 cl

List Position Numbers & Job Titles of Positions Directly Supervised:	SIGNATURE OF AGENCY REPRESENTATIVE	DATE
20005515 (10202.0) Executive Secretary 1 20005516 (10203.0) College Intern 20005517 (10205.0) Administrative Assistant 3 20005518 (10207.0) Administrative Assistant 3	Allen N. Shaeffer	3/19/09

100-000U

POSITION DESCRIPTION

AGENCY/DEPT ID
DAS102100

DIVISION OR INSTITUTION	UNIT OR OFFICE	COUNTY OF EMPLOYMENT
Administrative Support	Office of Employee Services	Franklin

POSITION NUMBER 20005514

JOB CODE TITLE Management Analyst Supervisor 2

JOB CODE 63216

☐ Reclassification ☐ New Position ☒ Update

Position Hyperlinked to ☐ Agency Organizational Tree

USUAL WORKING TITLE OF POSITION	POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR
Employee Relations Administrator	20005412 Human Capital Management Administrator 2

☒ Permanent ☐ Temporary ☐ Intermittent

☒ Classified ☐ Unclassified ☒ Essential

Overtime: ☐ Eligible ☒ Exempt

If FLSA Exempt, exemption type: Administrative

Bargaining Unit 22

Page 2 of 3

NORMAL WORKING HOURS (Explain unusual or rotating shift):
FROM: 8:00 a.m. TO: 5:00 p.m. Report in location subject to change

JOB DESCRIPTION AND WORKER CHARACTERISTICS

%	Job Duties in Order of Importance	Knowledge, Skills & Abilities
30	Analyzes & develops division policies & procedures (e.g., central work rules, accident investigation, grievance investigation, guidelines for compliance with incidence/occurrence of work place disruption/violence, division strike plan, etc.): maintains liaison with division managers for purpose of studying existing & new legislation, anticipating new requirements, recruitment & trends in personnel management; administers recruitment, placement, classification & employee relations for division; reviews & determines adequacy of position descriptions & accuracy of assigned classifications & takes necessary action to remedy positions of concern; recommends changes in state classification plan in order to recruit/retain competent staff & prepares all necessary documentation in support of proposed changes; assists program managers in development of recruiting strategies; establishes career paths/promotional opportunities & counsels staff accordingly; establishes specific, detailed training curriculum for division managers & staff; establishes/coordinates internal & external training classes for division managers & staff; creates & monitors process/system to review employee evaluations & determine training & counseling opportunities.	Knowledge of 1, 2, 3, 4, 5, 6, 8, 9, 10, 11 Skill in 12 Ability to 13, 14, 15, 16, 17, 18, 19, 20, 21, 22
35	Provides administrative support to Deputy Director of General Services Division by providing expertise in human resource area & personnel management to all sections & program offices of GSD: acts on behalf of Deputy Director in approval/disapproval of all personnel related requests; oversees, screens, interviews, & coordinates hiring activity for all GSD positions; oversees personnel processing functions through supervision of lower-level administrative support staff; provides direction to division heads & other management staff on all personnel matters (e.g., hiring, discipline, performance evaluations, EEO, & ADA issues); oversees division orientation & identification of staff training needs & develops training solutions.	Knowledge of 1, 2, 3, 6, 8, 9, 10, 11 Skill in 12 Ability to 13, 14, 15, 16, 17, 18, 19, 20, 21, 22

*developed after employment

List Position Numbers & Job Titles of Positions Directly Supervised:	SIGNATURE OF AGENCY REPRESENTATIVE	DATE
20005515 (10202.0) Executive Secretary 1 20005516 (10203.0) College Intern 20005517 (10205.0) Administrative Assistant 3 20005518 (10207.0) Administrative Assistant 3	Allen N. Shaeffer	3/19/09

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POSITION DESCRIPTION

AGENCY/DEPT ID
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DIVISION OR INSTITUTION	UNIT OR OFFICE	COUNTY OF EMPLOYMENT
Administrative Support	Office of Employee Services	Franklin

POSITION NUMBER 20005514

☐ Reclassification ☐ New Position ☒ Update

Position Hyperlinked to ☐ Agency Organizational Tree

USUAL WORKING TITLE OF POSITION	POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR
Employee Relations Administrator	20005412 Human Capital Management Administrator 2

☒ Permanent ☐ Temporary ☐ Intermittent	☒ Classified ☐ Unclassified ☒ Essential	Overtime: ☐ Eligible ☒ Exempt If FLSA Exempt, exemption type: Administrative	Bargaining Unit 22 Page 3 of 3

NORMAL WORKING HOURS (Explain unusual or rotating shift):
FROM: 8:00 a.m. TO: 5:00 p.m. Report in location subject to change

JOB DESCRIPTION AND WORKER CHARACTERISTICS

%	Job Duties in Order of Importance	Knowledge, Skills & Abilities
5	Acts for Deputy Director of General Services Division by representing division in meetings: provides information, makes presentations & assumes responsibility for General Services Division in absence of Deputy Director as assigned/authorized; keeps current of human resources trends; attends training, seminars & conferences.	Knowledge of 1, 8, 9, 10, 11 Ability to 15, 16, 17, 18, 19, 20, 21, 22 Position Specific Minimum Qualifications: 36 mos. exp. in managing human resource functions, to include employment, discipline & grievance handling, payroll, benefits, training & interpretation of collective bargaining agreements, federal & state laws, rules & regulations. *developed after employment

JOB CODE TITLE
Management Analyst Supervisor 2

JOB CODE
63216

List Position Numbers & Job Titles of Positions Directly Supervised:

20005515 (10202.0) Executive Secretary 1
20005516 (10203.0) College Intern
20005517 (10205.0) Administrative Assistant 3
20005518 (10207.0) Administrative Assistant 3

SIGNATURE OF AGENCY REPRESENTATIVE	DATE
Allen N. Shaeffer	3/19/09

apd 3-25-09 cl