

POSITION DESCRIPTION

AGENCY/DEPT ID
Department of Administrative Services
DAS301400

DIVISION OR INSTITUTION
Human Resources Division

UNIT OR OFFICE
Office of Policy Development

COUNTY OF EMPLOYMENT
Franklin

POSITION NUMBER
20005826 (22003.0)

Reclassification New Position Update Position Hyperlinked to Agency Organizational Tree

USUAL WORKING TITLE OF POSITION: Policy Analyst POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR: 20005825 Human Resources Manager 4

Permanent Classified Overtime: Eligible Exempt Bargaining Unit
 Temporary Unclassified
 Intermittent Essential If FLSA Exempt, exemption type: Page 1 of 2

NORMAL WORKING HOURS (Explain unusual or rotating shift):
FROM: 8:00 A.M. TO: 5:00 P.M.

JOB DESCRIPTION AND WORKER CHARACTERISTICS

%	Job Duties in Order of Importance	Knowledge, Skills & Abilities
35	On behalf of deputy director of DAS Human Resources Division (HRD), researches & compiles data on current state & federal statutes, federal & state case law, human resources best practices & trends, & other sources, both in hard-copy & stored electronically, on various employment-related topics that affect civil services at state, county, & state-supported college & university jurisdictions; drafts new & revised policies & directives & proposed legislative changes (i.e., assignments will not overlap with those assigned to another employee in the same work unit) based upon collected information; confers with affected HRD supervisors & managers & affected external customers to obtain input regarding proposed rules, directives & legislation; briefs/discusses impact of proposed new & revised policies & directives & proposed legislative changes with HRD deputy director to ensure accuracy, completeness, clarity, & user friendliness of content.	Knowledge of (1) business or public administration, (2) management, (3) law, (4) human resources, (5) agency policies & procedures (e.g., Chapter 123 of Administrative Code; HRD policies & procedures)*, (6) government structure & process (e.g., Chapter 124 of ORC, employment laws)*. Skill in: (7) operation of a personal computer & associated hardware/software (e.g., MS Office, Web browser). Ability to: (8) deal with many variables & determine specific action, (9) use statistical information, (10) develop complex reports & position papers (11) gather, collate & classify information about data, people or things, (12) handle sensitive inquiries from & contacts with officials & general public.
30	Drafts & annotates new & revised administrative rules & identifies those to be rescinded as required by DAS five-year plan to comply with Section 119.032 of Revised Code & to satisfy any changes in Ohio revised Code (ORC) & federal regulations that affect HRD's operations & civil service employment; files original proposed, revised, refiles, & adopted rules & arranges for & holds public hearing as required by Chapter 119 of ORC (e.g., schedules date, time & location of public hearing; drafts & publishes legal ad; generates required rule filing forms for & cover letters; generates & distributes implementation notice).	Knowledge of: 1, 2, 3, 4, 5*, 6*. Skill in: 7. Ability to: 8, 11, 12, (13) prepare meaningful, concise & accurate reports, (14) annotate & promulgate administrative rules.

JOB CODE TITLE
Administrative Assistant 4

JOB CODE
63124

List Position Numbers & Job Titles of Positions Directly Supervised:

SIGNATURE OF AGENCY REPRESENTATIVE

DATE



10/1/09

POSITION DESCRIPTION

AGENCY/DEPT ID
Department of Administrative Services
DAS301400

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20005826 (22003.0)

Reclassification New Position Update Position Hyperlinked to Agency Organizational Tree

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POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR: 20005825 Human Resources Manager 4

Permanent Classified Overtime: Eligible Exempt Bargaining Unit
 Temporary Unclassified
 Intermittent Essential If FLSA Exempt, exemption type: Page 2 of 2

NORMAL WORKING HOURS (Explain unusual or rotating shift):
FROM: 8:00 A.M. TO: 5:00 P.M.

JOB DESCRIPTION AND WORKER CHARACTERISTICS

%	Job Duties in Order of Importance	Knowledge, Skills & Abilities
25	Provides information &/or technical assistance to state, county & state supported college & university human resources personnel, employees & public regarding civil service laws & rules, HRD programs & operations & employment law, develops & delivers training presentation & speeches to include any visuals, manuals, & handouts; develops & disseminates informational materials to implementation policies & directives; writes articles for HRD/DAS publications.	Knowledge of: 1, 2, 3, 4, 5*, 6*. Skill in: 7. Ability to: 11, 12, (15) define problems, collect data, establish facts & draw valid conclusions, (16) prepare & deliver speeches before specialized audiences & general public, (17) originate &/or edit articles for publication, (18) check pairs of items that are similar or dissimilar, (19) resolve complaints from angry citizens & government officials.
10	Monitors proposed legislation to identify & address that which impacts HRD functions & civil service; participates on interagency committees; assists with special projects; prepares & maintains required reports, records & correspondence; operates personal computer to generate, retrieve & store data & send & receive e-mail.	Knowledge of: 1, 2, 3, 4, 5*, 6*. Skill in: 7. Ability to: 8, 10, 11, 12.

JOB CODE TITLE
Administrative Assistant 4

JOB CODE
63124
ADM 10-9-09-10

List Position Numbers & Job Titles of Positions Directly Supervised:

SIGNATURE OF AGENCY REPRESENTATIVE

DATE

[Handwritten Signature]

10/1/05