100-200U

POSITION DESCRIPTION

OHIO DEPARTMENT OF ADMINISTRATIVE SERVICES

AGENCY
Department of Administrative Services

DIVISION OR INSTITUTION
Human Resources

UNIT OR OFFICE
Information Resources

POSITION NUMBER
20005830 (22110.0)

JOB CODE TITLE
Human Resources Analyst 3

JOB CODE
64613

☒ State Agency ☐ County Agency ☐ New Position ☒ Change

County of Employment
Franklin

USUAL WORKING TITLE OF POSITION
Human Resources Analyst

POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR
20005947 (29008.0) Deputy Directorr 4

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
50	Coordinates & manages variety of special projects (e.g., plans & coordinates conferences & large meetings for division); serves as event manager for statewide Human Resources Conference, HR Roundtable meetings, Benefits Conference, County HR Conferences & other various meetings, coordinates all activities (e.g., plans program & topics; creates agenda, publications & advertising; researches, recommends & schedules speakers; reserves facilities; coordinates bid requests for security, audio/visual & decorating; coordinates volunteers & volunteer assignments, training materials, breakout sessions, registration, budget & timelines; creates multi-media presentations & talking points; creates & distributes invitations; researches, develops, drafts & arranges for printing of manuals; creates, distributes & compiles report of evaluations); assists other division sections in planning & executing conferences, meetings, graduations & employee recognition ceremonies as requested by the Administrator of the Office of Information Resources &/or the Deputy Director of Human Resources; prepares & presents briefing report on conferences for Human Resources Deputy Director, Department of Administrative Services (DAS) Director & DAS Communications Office; assigns projects & provides direction to other staff; assists in preparation of Request for Proposals (RFP's) & vendor contracts.	Knowledge of (1) budgeting, (2) management, (3) workforce planning, (4) public relations, (5) office practices & procedures, (6) agency policies & procedures*, (7) government structure & process, civil service laws/rules*, (8) human resources business practices (9) electronic data processing systems. Skill in (10) operation of personal computer & associated software (e.g., MS Word, Excel, Access, PowerPoint, Publisher). Ability to (11) deal with many variables & determine specific action, (12) prepare meaningful, concise & accurate reports, (13) proofread technical materials, recognize errors & make corrections (14) gather, collate & classify information about data, (15) handle sensitive inquiries from & contacts with officials & general public, (16) define problems, collect data, establish facts & draw valid conclusions, (17) maintain accurate records, (18) originate &/or edit articles for publication.
40	Administers statewide distribution of information, announcements & discount offers for state employees program; creates, revises & maintains statewide policy on distribution of information; receives & approves/ disapproves requests from state agencies & outside entities; routes appropriate requests to DAS Director's Office for approval by the Governor's Office of Communications; maintains Web site for distribution of information to state employees & distributes to agencies for employee distribution; tracks process & maintains records of submissions; arranges project work schedules & volunteers with managers, supervisors	Knowledge of 2, 4, 5, 6*, 7*, 8, 9. Skill in 10. Ability to 11, 12, 13, 14, 15, 16, 17, 18. *developed after employment

List Position Numbers and Titles of Positions Directly Supervised:

SIGNATURE OF AGENCY REPRESENTATIVE: Mitchell A. Bailey

DATE: 11.03.08

APD 11/10/08

100-200U

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POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR
20005947 (29008.0) Deputy Director 4

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
	& section administrators to assist with conferences, trainings, award ceremonies, graduations & other special events; performs related administrative duties (e.g., drafts correspondence & reports; participates in meetings with divisions & with other agencies; answers telephone inquiries & provides information, advise & assistance to government officials, employees & general public); enters & accesses data to generate documents; operates office equipment as needed (e.g., operates facsimile machine to send documents & operates photocopier to make copies).	
10	Performs public relations functions by participating as a team member with other human resources analysts; creates & distributes division employee newsletter, employee handbooks, procedure manuals, division annual reports & other publications/reports; performs research on various HR topics & participates in quality improvement initiatives; develops survey instruments as needed; compiles results of research & makes recommendations on program & policy changes based upon findings; drafts new & revised statewide policies & procedures; assists in development of new programs based on research findings; serves as HRD liaison for the DAS Events Calendar; provides technical advise, assistance to state, county & state supported colleges or university human resources personnel regarding civil service laws, rules, policies & procedures & human resources practices; performs other related duties as assigned.	Knowledge of 2, 4, 5, 6*, 7*, 8, 9. Skill in 10. Ability to 11, 12, 13, 14, 15, 16, 17, 18. *developed after employment

List Position Numbers and Titles of Positions Directly Supervised:

SIGNATURE OF AGENCY REPRESENTATIVE: Mitchell A. Bailey

DATE: 11.03.08