

POSITION DESCRIPTION		AGENCY/DEPT ID Administrative Services DAS301850
DIVISION OR INSTITUTION Human Resources	UNIT OR OFFICE Organizational Development Classification & Compensation	COUNTY OF EMPLOYMENT Franklin

POSITION NUMBER 20005837 JOB TITLE Human Resource Analyst Supervisor JOB CODE 64615 APD-2-3-10 us	<input checked="" type="checkbox"/> Reclassification <input type="checkbox"/> New Position <input type="checkbox"/> Update		Position Hyperlinked to <input type="checkbox"/> Agency Organizational Tree	
	USUAL WORKING TITLE OF POSITION HR Analyst Supervisor		POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR 20005834 Human Resource Manager 4	
	<input checked="" type="checkbox"/> Permanent <input type="checkbox"/> Temporary <input type="checkbox"/> Intermittent	<input checked="" type="checkbox"/> Classified <input type="checkbox"/> Unclassified	Overtime: <input type="checkbox"/> Eligible <input checked="" type="checkbox"/> Exempt If FLSA Exempt, exemption type:	Bargaining Unit Page 3 of 3
	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	
		Ohio Administrative Knowledge System (OAKS) to analyze HCM data; identifies trends, produces related reports (e.g., turnover reports, wage trends, demographic changes); prepares & present data analysis & reports to various levels of management including senior leadership; utilizes project management skills to manage various facets of work-force planning including staff outside of section.		
	20	Manages special projects; participates in classification grievance processes including Working Out of Class (WOC); supervises &/or conducts position audits & represents DAS at State Personnel Board of Review; oversees the review of position descriptions submitted by centralized agencies for approval.	Knowledge of: 1, 2, 4, 5, 6, 7*, 8. Skill in: 9. Ability to: 10, 11, 12, 13, 14, 15, 16, 17.	
	10	Performs related administrative duties: supervises maintenance of records related to section activities; operates personal computer to type, log, enter, access &/or generate correspondence &/or various reports; operates office equipment (e.g., facsimile machine, photocopier); answers telephone & responds to inquiries from agency personnel, employees & general public.	Knowledge of: 4, 7*. Skill in: 9. Ability to: 14, 15.	
	This position is overtime exempt		*developed after employment	
List Position Numbers & Job Titles of Positions Directly Supervised: HR Analyst 3: 20005836, 20005838, 20005841 & 20005848		SIGNATURE OF AGENCY REPRESENTATIVE 	DATE 4/20/10	