

POSITION DESCRIPTION

OHIO DEPARTMENT OF ADMINISTRATIVE SERVICES

AGENCY
Department of Administrative Services

DIVISION OR INSTITUTION
Human Resources Division

UNIT OR OFFICE
Office Compensation & Recruitment Classification & Assessment

POSITION NUMBER
20005838 (22306.0)

State Agency County Agency New Position Change

County of Employment
Franklin

USUAL WORKING TITLE OF POSITION
Senior HR Analyst

POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR
20005834 (22300.0) Human Resources Manager 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
35	<p>Performs multiple advanced human resources functions: conducts in-depth classification & compensation reviews of union classifications as authorized by collective bargaining agreements & originates report of findings; participates in labor relations/collective bargaining activities &/or negotiations; evaluates classification plan proposals & works with affected agencies to develop draft classification specifications; creates new &/or modifies existing classifications; drafts & files administrative rules in accordance with Chapter 119 of Ohio Revised Code; independently manages special projects; conducts position description (PD) decentralization compliance reviews for agencies, boards & commissions in accordance with decentralization laws, rules & guidelines; evaluates PD decentralization compliance review policy, procedures & format & suggests modifications &/or improvements; prepares compliance reports & meets with agency Human Capital Management (HCM) staff to discuss findings; issues corrective action plan to ensure compliance records are complete & accurate; monitors progress of corrective action plan.</p>	<p>Knowledge of (1) Management, (2) Labor Relations, (3) Workforce planning, (4) Public Relations, (5) Human relations, (6) Ohio Civil Service laws & rules (e.g., Ohio Revised Code, Ohio Administrative Code)*, (7) Human Resources. Skill in (8) personal computer & related software (e.g., Word, Excel, Access, Paradox, PowerPoint, PeopleSoft HCM modules). Ability to (9) define problems, collect data, establish facts & draw valid conclusions, (10) use research method in gathering data, (11) use statistical analysis, (12) prepare & deliver speeches to specialized audiences, (13) gather, collect & classify information about data, people or things, (14) handle sensitive inquires from general public & outside agencies & departments, (16) comprehend technical documentation.</p> <p>*developed after employment.</p>

List Position Numbers and Job Titles of Positions Directly Supervised:

SIGNATURE OF AGENCY REPRESENTATIVE

DATE

Mitchell A. Bailey

7.14.08

APD 7-23-08

JOB CODE TITLE
Human Resources Analyst 3

JOB CODE
64613

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Office Compensation & Recruitment
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POSITION NUMBER 20005838 (22306.0)	<input checked="" type="checkbox"/> State Agency <input type="checkbox"/> County Agency <input type="checkbox"/> New Position <input checked="" type="checkbox"/> Change		County of Employment Franklin
	USUAL WORKING TITLE OF POSITION Senior HR Analyst	POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR 20005834 (22300.0) Human Resources Manager 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
20	Manages special projects for Office of Compensation & Recruitment: participates in classification grievance processes including Working Out of Class (i.e., WOC); conducts position audits & represents DAS at State Personnel Board of Review; reviews PD's submitted by centralized agencies for approval; conducts job analysis; develops Civil Service & proficiency tests based on job analysis techniques; evaluates test responses to determine statistical trends & identify potential adverse impact; develops modifications to tests based upon job analysis & evaluation of test data; assists in formulation & implementation of test development policy; establishes parameters for review of test plans to include determining sample size within acceptable statistical range.	Knowledge of 1, 2, 4, 5, 6*, 7. Skill in 8. Ability to 9, 10, 11, 12, 13, 14, 15, 16.
10	Performs related clerical duties: operates personal computer to type, log, enter, access &/or generate correspondence &/or various reports (e.g., job audit reports, compliance reviews, classification & compensation logs & databases, surveys, article reviews, human resources letters, classification specifications); operates office equipment (e.g., facsimile machine, photocopier); answers telephone & responds to inquiries from agency personnel, employees & general public.	Knowledge of 7. Skill in 8. Ability to 14, 15.

*developed after employment

APD 7-23-08 JED

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