

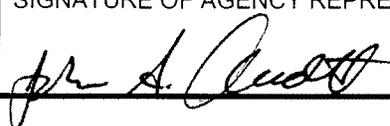
POSITION DESCRIPTION		AGENCY/DEPT ID Administrative Services DAS 301850
DIVISION OR INSTITUTION Human Resources Division	UNIT OR OFFICE Office of Compensation & Recruitment Classification & Assessment	COUNTY OF EMPLOYMENT Franklin

POSITION NUMBER 20005839	<input type="checkbox"/> Reclassification <input type="checkbox"/> New Position <input checked="" type="checkbox"/> Update		Position Hyperlinked to <input type="checkbox"/> Agency Organizational Tree
	USUAL WORKING TITLE OF POSITION Risk Assessment Manager		POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR 20005834 Human Resources 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: Administrative

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	Serves as agency testing manager: develops, implements & administers policies & procedures of the state testing program ensuring alignment with Uniformed Guidelines of Employee Selection (e.g., civil service testing, proficiency testing); provides direction to state agencies on establishing independent testing operations & agency testing policies & procedures; provides direction, criteria, & oversight for state testing; supervises the development of DAS civil service tests for state of Ohio; evaluates item analyses to determine item performance & makes final decisions concerning test maintenance & challenges; oversees development of civil service & proficiency tests based on job analysis techniques & Uniformed Guidelines of Employee Selection Procedures; oversees development of establishing pass points for selection tests (e.g., Angoff, statistical data); evaluates test responses to determine statistical trends & identify potential adverse impact; oversees &/or develops modifications to tests; testifies as expert witness on matters concerning testing for various legal & administrative procedures (e.g., arbitrations, lawsuits); evaluates methods for testing applicants for validity (e.g., written examinations, physical agility tests, work samples, assessment centers, work simulations structured interviews); directly supervises staff (e.g. provides developmental opportunities; coaches staff to foster development & job satisfaction; assigns work; evaluates performance; recommends discipline if necessary; provides feedback; approves leave; reviews & approves goals & objectives proposed by staff; meets with staff to discuss/evaluate project priorities & progress towards short & long term goals); provides consulting services to state agencies (e.g., job analysis, exam creation, proficiency testing, establishing pass points, defense of validity of tests).	Knowledge of: (1) management, (2) labor relations, (3) workforce planning, (4) supervision, (5) public relations, (6) human relations, (7) Ohio civil service laws & rules (e.g., Ohio Revised Code, Ohio Administrative Code),* (8) human resources, (9) Industrial Organizational Psychology, (10) Uniform Guidelines on Employee Selection Procedures. (11) Multiple Types of Validity; (12) Angoff Scoring Method Skill in: (13) Test Management System (TSM) & Neogov,*(14) personal computer & related software (e.g., Word, Excel, Access, PowerPoint, PeopleSoft*). Ability to: (15) define problems, collect data, establish facts & draw valid conclusions, (16) use research methods in gathering data, (17) use statistical analysis, (18) prepare & deliver speeches to specialized audiences, (19) gather, collate & classify information about data, people or things, (20) handle sensitive inquires from general public & outside agencies & departments, (21) comprehend technical documentation, (22) make proper decisions under pressure.

List Position Numbers & Job Titles of Positions Directly Supervised: 20005843 - Human Resources Analyst 2 20005903 - Personnel Test Specialist 2 20005905 - 20005917 Human Resources Analyst 3 20072216 - College Intern	SIGNATURE OF AGENCY REPRESENTATIVE 	DATE
	*developed after employment	

JOB CODE APD 4109 MB
63216

JOB TITLE
Management Analyst Supervisor 2

