

POSITION DESCRIPTION

AGENCY/DEPT ID
Department of Administrative Services
DAS 301840

DIVISION OR INSTITUTION
Human Resources Division

UNIT OR OFFICE
Office of Organizational Development
Test Development

COUNTY OF EMPLOYMENT
Franklin

POSITION NUMBER
20005839

Reclassification New Position Update Position Hyperlinked to Agency Organizational Tree

USUAL WORKING TITLE OF POSITION: Test Development Manager POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR: 20005834 Human Resources Manager 4

Permanent Classified Overtime: Eligible Exempt Bargaining Unit
 Temporary Unclassified
 Intermittent Essential If FLSA Exempt, exemption type: Administrative Page 1 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
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 Department of Administrative Services (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); supervises & facilitates continuing career development of assigned staff; 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) & Ohio Hiring Management System (OHMS)*(14) use of 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.
	*position is overtime exempt	*developed after employment

JOB TITLE
Management Analyst Supervisor 2

JOB CODE
APD 7-1-09
63216

List Position Numbers & Job Titles of Positions Directly Supervised:
20005903 - Personnel Test Specialist 2
20005904 - Human Resources Analyst 2
20005905, 20005917 - Human Resources Analyst 3
20072216 - College Intern

SIGNATURE OF AGENCY REPRESENTATIVE



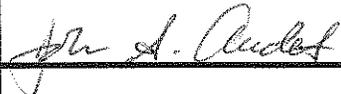
DATE

6/18/2009

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DIVISION OR INSTITUTION Human Resources Division	UNIT OR OFFICE Office of Organizational Development Test Development	COUNTY OF EMPLOYMENT Franklin

POSITION NUMBER 20005839 JOB TITLE Management Analyst Supervisor 2 JOB CODE ARD 7-1-08 100 63216	<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 Test Development 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 <input type="checkbox"/> Essential	Overtime: <input type="checkbox"/> Eligible <input checked="" type="checkbox"/> Exempt If FLSA Exempt, exemption type: Administrative	Bargaining Unit Page 2 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			
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	35	Develops & implements usage of various evaluation tools, instruments & methodologies needed for effective program assessment; conducts research & makes recommendations to improve testing policies & programs having statewide impact; develops & evaluates test methods & implements new practices to improve test management efficiency throughout state; evaluates data related to test development & administration & recommends more efficient test development techniques including the use of the Ohio Hiring Management System (i.e., OHMS) Test Management System (i.e., TMS); develops & implements policy & procedures concerning TMS (e.g., security access, functionality, training, reporting); monitors success/failure by developing reports depicting test results including demographic information & prepares report of findings; establishes & implements HR tools to gauge effectiveness & efficiency of operations in testing program; utilizes Ohio Administrative Knowledge System (OAKS) to analyze Human Capital Management (HCM) data; prepares & present data analysis & reports to various levels of management including senior leadership.	Knowledge of: 1, 2, 4, 6, 7*, 8, 9, 10, 11, 12. Skill in: 13*, 14. Ability to: 15, 16, 17, 18, 19, 20, 21, 22.	
	20	Independently manages special projects: oversees &/or conducts in-depth classification & compensation reviews of union classifications as authorized by collective bargaining agreements & originates report of findings; reviews & approves position specific minimum qualifications (PSMQs) requested by agencies; supervises &/or conducts position audits & represents DAS at State Personnel Board of Review; participates in labor relations/collective bargaining activities &/or negotiations; oversees &/or evaluates classification plan proposals & works with affected agencies to develop draft classification specifications; creates new &/or modifies existing classifications & compensation; recommends class plan policies, procedures & guidelines; conducts position description (PD) decentralization compliance reviews for agencies, boards & commissions as assigned (e.g., ensures compliance records are complete & accurate; monitors progress of corrective action plan); serves as liaison between DAS, Human Resources Division (HRD) & agencies, boards & commissions & forms business	Knowledge of: 1, 2, 3, 4, 5, 6, 7*, 8, 9, 11. Skill in: 14. Ability to: 15, 16, 17, 18, 19, 20, 21, 22. *developed after employment	
	List Position Numbers & Job Titles of Positions Directly Supervised: 20005903 - Personnel Test Specialist 2 20005904 - Human Resources Analyst 2 20005905, 20005917 - Human Resources Analyst 3 20072216 - College Intern		SIGNATURE OF AGENCY REPRESENTATIVE 	DATE 6/18/2009

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	10	partnership with agency HCM staff (e.g., provides expert consultation & technical advice in areas of HCM concern; works with managers & HCM staff to evaluate positions & workforce utilization trends to gain understanding of classification needs). Performs other related administrative duties as assigned: supervises maintenance of records related to section activities; operates personal computer to type, log, enter, access &/or generate correspondence &/or various reports; responds to inquiries from agency personnel, employees & general public.	Knowledge of: 4, 5, 6, 7*. Skill in: 14. Ability to: 19, 20. Unusual Working Conditions Travel required, as needed. Must provide own transportation or, in order to operate a state vehicle, must have a valid driver's license from state of residence. Position Specific Minimum Qualifications Completion of graduate core program in Industrial Organizational Psychology; 1 year experience in applying the Uniform Guidelines on Employee Selection Procedures & ensuring the validity of Human Resources selection instruments. *developed after employment	
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