

# POSITION DESCRIPTION

OHIO DEPARTMENT OF ADMINISTRATIVE SERVICES

AGENCY  
Department of Administrative Services

DIVISION OR INSTITUTION  
Human Resources Division

UNIT OR OFFICE  
Support Center

POSITION NUMBER  
20005847 (22415.0)

State Agency     County Agency     New Position     Change

County of Employment  
Franklin

USUAL WORKING TITLE OF POSITION  
HR Support Center Supervisor

POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR  
20005817 (21000.0) Human Resources Manager 4

NORMAL WORKING HOURS (Explain unusual or rotating shift)  
7:30 a.m. - 4:30 p.m.

Page 1 of 2

## JOB DESCRIPTION AND WORKER CHARACTERISTICS

%	Job Duties in Order of Importance	Minimum Acceptable Characteristics
60	Serves as Department of Administrative Services (DAS), Human Resources Division (HRD) Support Center (SC) Manager with overall responsibility for SC operations (e.g., data collection, records maintenance, mailroom, reception area and civil service examination administration): develops, implements & updates policies & procedures; requests & evaluates vendor responses; manages contract services; negotiates resolution of problems; assists HRD managers & supervisors in establishing methods to measure achievement of goals & objectives; ensures HRD customer services standards are met; provides training to SC staff on newly developed systems & new or revised policies & procedures; serves as HRD liaison to DAS' Office of Communication (e.g., completes media requests).	Knowledge of: (1) management practices & procedures; (2) Ohio Revised Code*; (3) public speaking; (4) human relations; (5) office management; (6) office practices & procedures*; (7) agency policies*; (8) electronic data processing*. Skill in: (9) operation of personal computer & associated hardware/software (e.g., Microsoft Word/Excel). Ability to: (10) define problems, collect data establish facts; draw valid conclusions, develop solutions & initiate solutions; (11) maintain accurate records; (12) prepare meaningful, concise & accurate reports; (13) develop & implement policies; (14) develop & implement in-depth processes; (15) deal with many variables & determine specific course of action; (16) collate & classify information about data.
35	Oversees daily operation of HRD Records Unit, Reception Area, Mail Operations and Test Services: oversees HRD records processing, maintenance & retention; oversees distribution of personnel records information to state & county agencies, present/former state employees & general public; maintains, evaluates & monitors electronic records system; sets record production standards, goals & objectives; monitors operation for efficiency & quality control; oversees microfilming & scanning system; schedules maintenance of equipment; oversees the administration and implementation of civil service examinations; assigns & reviews work & provides training; supervises personnel (e.g., completes employee performance evaluations; authorizes staff leave; initiates disciplinary action; determines work priorities; maintains staff time & attendance).	Knowledge of: 1, 2*, 3, 4, 5, 6*, 7*. Skill in: 9 Ability to: 8*, 9, 10, 11, 12, 13, 14, 15, 15.  *developed after employment

JOB CODE TITLE  
Management Analyst Supervisor 2

JOB CODE  
63216

List Position Numbers & Titles of Positions Directly Supervised:  
20005898, 20005923 Secy 1  
20005920, 20005921, 20005922 St. Records Tech 1  
20005911 HR Analyst 1; 20005899, 20005906 HR Analyst 2  
20005886 HR Analyst 3  
20005902 Test Monitor

SIGNATURE OF AGENCY REPRESENTATIVE

DATE



1/18/08

ARD 3-3-08

<b>POSITION DESCRIPTION</b>	OHIO DEPARTMENT OF ADMINISTRATIVE SERVICES	AGENCY Department of Administrative Services
		DIVISION OR INSTITUTION Human Resources Division
		UNIT OR OFFICE Support Center

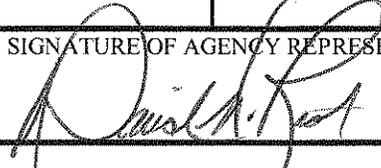
POSITION NUMBER 20005847 (22415.0)	<input checked="" type="checkbox"/> State Agency <input type="checkbox"/> County Agency <input type="checkbox"/> New Position <input checked="" type="checkbox"/> Change	County of Employment Franklin
	USUAL WORKING TITLE OF POSITION HR Support Center Supervisor	POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR 20005817 (21000.0) Human Resources Manager 4
	NORMAL WORKING HOURS (Explain unusual or rotating shift) 7:30 a.m. - 4:30 p.m.	

**JOB DESCRIPTION AND WORKER CHARACTERISTICS**

%	Job Duties in Order of Importance	Minimum Acceptable Characteristics
5	Performs other related duties as requested: reviews & approves equipment & supply purchases; works with HRD Business Office to reconcile equipment inventory records; prepares monthly reports; attends &/or conducts meetings; travels to attend meetings & conferences; maintains records & files.	Knowledge of: 1, 2*, 3, 4, 5, 6*, 7*, 9 Ability to: 8*, 9, 10, 11, 12, 13, 14, 15, 16

\*developed after employment

APP 3-3-08  
 JOB CODE  
 63216

List Position Numbers & Titles of Positions Directly Supervised: 20005898, 20005923 Secy I 20005920, 20005921, 20005922 St. Records Tech 1 20005911 HR Analyst 1; 20005899, 20005906 HR Analyst 2 20005886 HR Analyst 3 20005902 Test Monitor	SIGNATURE OF AGENCY REPRESENTATIVE 	DATE 1/19/08
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