100-000U

POSITION DESCRIPTION

AGENCY/DEPT ID
Department of Administrative Services
DAS301850

DIVISION OR INSTITUTION	UNIT OR OFFICE	COUNTY OF EMPLOYMENT
Human Resources Division	Office of Compensation & Recruitment Classification & Assessment Unit	Franklin

POSITION NUMBER
20005848

☐ Reclassification ☐ New Position ☐ Update

Position Hyperlinked to ☐ Agency Organizational Tree

USUAL WORKING TITLE OF POSITION	POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR
Senior HR Analyst	20005834 - Human Resources Manager 4

☒ Permanent ☐ Temporary ☐ Intermittent	☒ Classified ☐ Unclassified ☐ Essential	Overtime: ☒ Eligible ☐ Exempt If FLSA Exempt, exemption type:	Bargaining Unit Page 1 of 2

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
70	Performs multiple advanced HR tasks; assists supervisor in carrying out both labor relations/collective bargaining & advanced HR activities (e.g., in-depth 36.05 classification reviews, classification grievances including working out of classification (WOC) grievances, job audits & State Personnel Board of Review cases); evaluates classification issues advanced by union; negotiates settlement with union as appropriate & based on management approval; reviews laws & legislation related to programs & applies knowledge to address requests or develops recommendations; independently answers complex &/or confidential correspondence; conducts job analysis, identifies essential functions, compensable factors & significance of tasks; identifies classification trends & potential union & management concerns; evaluates jobs to determine appropriate classification; approves position specific minimum qualifications; develops understanding of agency classification/compensation needs in order to proactively manage classification plan (e.g. identifies need to modify classifications to match needs, changes series distinctions, evaluates compensable factors for pay level adjustment); develops business partnership with agency HR team for assigned areas to provide HR enabling support to business unit to create high performing operation with positive culture; provides expert consultation of relevant human capital concerns & champions HR initiatives in concert with strategic direction of Human Resource Division; works with managers & Human Capital Management (HCM) staff to evaluate jobs, employee utilization trends & restructuring to gain understanding of classification needs & formulates plan of action; prepares or reviews classification proposals; conducts in-depth classification reviews of both exempt & bargaining unit classifications; leads/assists with focus groups of subject matter experts to evaluate & shape recommendation; presents findings to various levels of management including senior leadership; participates in negotiations &/or discussions with union including 36.05 subcommittee meetings; provides training to agency personnel; identifies best practices.	Knowledge of: (1) agency policies & procedures (e.g. proficiency & civil service test policies/procedures)*; (2) state laws & regulations (e.g., Ohio Revised Code, Ohio Administrative Code & bargaining unit contracts)*; (3) human resources & testing laws (e.g., Uniform Guidelines of 1978, Americans with Disabilities Act, Resources (e.g., job analysis, selection, test development)*; (4) interviewing techniques; (5) training; (6) human relations; (7) statistics; (8) labor relations. Skill in: (9) use of personal computer including hardware & software (e.g., Microsoft Word, Excel, Access, PowerPoint, Internet, testing software, PeopleSoft). Ability to: (10) produce written communications; (11) research & evaluate many variables & determine specific action; (12) define problems, collect data, establish facts & draw valid conclusions; (13) prepare & deliver speeches before specialized audiences; (14) gather, collate & classify information about data, people or things. *Developed after employment.

JOB CODE TITLE
Human Resources Analyst 3

JOB CODE
64613

AD 4-1-09

List Position Numbers & Job Titles of Positions Directly Supervised:	SIGNATURE OF AGENCY REPRESENTATIVE	DATE
	[signature]	3/23/09

100-000U

POSITION DESCRIPTION

AGENCY/DEPT ID
Department of Administrative Services
DAS301850

DIVISION OR INSTITUTION	UNIT OR OFFICE	COUNTY OF EMPLOYMENT
Human Resources Division	Office of Compensation & Recruitment Classification & Assessment Unit	Franklin

POSITION NUMBER 20005848

☐ Reclassification ☐ New Position ☐ Update

Position Hyperlinked to ☐ Agency Organizational Tree

USUAL WORKING TITLE OF POSITION	POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR
Senior HR Analyst	20005834 - Human Resources Manager 4

☒ Permanent ☐ Temporary ☐ Intermittent	☒ Classified ☐ Unclassified ☐ Essential	Overtime: ☒ Eligible ☐ Exempt If FLSA Exempt, exemption type:	Bargaining Unit Page 2 of 2

NORMAL WORKING HOURS (Explain unusual or rotating shift):
FROM: 8:00 a.m. TO: 5:00 p.m.

JOB CODE TITLE
Human Resources Analyst 3

JOB CODE
64613

JOB DESCRIPTION AND WORKER CHARACTERISTICS

%	Job Duties in Order of Importance	Knowledge, Skills & Abilities
20	Performs multiple advanced human resources (HR) tasks: develops & implements state-wide policy for test development & administration; works with supervisor to develop testing decentralization policy including process for auditing agencies' testing procedures; develops & implements cheating/fraud policy; develops & implements policy for computer-based testing; provides consulting services by assisting state agencies in assessing effectiveness of testing programs & policies; develops, plans/makes recommendations for improvements as needed; provides testing services; develops proficiency & tests to determine qualifications, education, & experience per the union contracts for agencies; advises agencies on how to create & administer these examinations; conducts job analysis (e.g, WRIPAC, quick job analysis, PDQ analysis), balanced by demographic considerations to assess essential functions of classifications/job in order to create proficiency instruments, civil service examinations, & classifications resulting from union 36.05 reviews & agency requests; determines knowledge, skills, abilities, & competencies to perform essential tasks; creates & presents job analysis & testing training for those administering & creating tests; travels throughout state to perform on site review of test development; develops civil service tests based on sound job analysis techniques; evaluates test responses to determine statistical trends & adverse impact; modifies tests based on sound HR & testing practices; utilizes Ohio Administrative Knowledge System (OAKS) (e.g. COGNOS reporting); utilizes testing database to obtain data to identify trends, produce HR statistical & management related reports (e.g., turnover reports, wage trends, demographic changes); prepares/presents reports; makes presentations to groups of various sizes & all levels of management.	Knowledge of: 1*; 2*; 3*; 6; 7; 8; (15) Management. Skill in: 9. Ability to: 11; 12; 13; 14.
10	Performs other related duties as assigned: attends meetings; assists with software deployment (e.g., OAKS); performs test reviews; creates correspondence to respond to letters from government leadership &/or other constituents; researches classification specifications, labor market & other relevant information as needed; conducts special training as assigned.	Knowledge of: 1*; 2*; 6; 7. Skill in: 9. Ability to: 11; 12,; 13; 14. Unusual Working Conditions: Travels throughout state to perform job analysis, on-site reviews, &/or audits as needed. *Developed after employment.

List Position Numbers & Job Titles of Positions Directly Supervised:	SIGNATURE OF AGENCY REPRESENTATIVE	DATE
	John A. Audet	3/23/09

AAD 4-1-09