100-000U

POSITION DESCRIPTION

AGENCY/DEPT ID
Department of Administrative Services
DAS302130

DIVISION OR INSTITUTION	UNIT OR OFFICE	COUNTY OF EMPLOYMENT
Human Resources	HR Support Center	Franklin

POSITION NUMBER 20005891 (23412.0)

☐ Reclassification ☐ New Position ☒ Update

Position Hyperlinked to ☐ Agency Organizational Tree

USUAL WORKING TITLE OF POSITION: Human Resource Analyst

POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR: 20005912 (24700.0) Human Resources Analyst Supervisor

☒ Permanent ☐ Temporary ☐ Intermittent

☒ Classified ☐ Unclassified

Overtime: ☒ Eligible ☐ Exempt

If FLSA Exempt, exemption type:

Bargaining Unit

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

JOB TITLE: Human Resource Analyst 2

JOB CODE: 64612

JOB DESCRIPTION AND WORKER CHARACTERISTICS

%	Job Duties in Order of Importance	Knowledge, Skills & Abilities
75	Independently process & approve or disapprove human resources paperwork such as personnel actions & layoff lists in accordance with applicable civil service laws, rules, policies & procedures &/ or collective bargaining contract provisions (e.g., evaluates & enters Personnel , Payroll & Certification actions received from Human Resource Administrators, personnel officers & payroll officers of state agencies to ensure completed processing of personnel transactions; complies with applicable civil service laws & rules, collective bargaining agreements & Department of Administrative Services' (DAS) policies & procedures; reviews & enters personnel actions into computer system, evaluates personnel actions for accuracy, completeness, consistency & compliance with applicable civil service laws, rules, procedures & collective bargaining agreements; evaluates personnel actions to ensure accurate appointments pertaining to certification eligible lists based on applicable civil services laws, rules, policies, & procedures & collective bargaining contract provisions & follows-up on questions or problems & explains decisions to submitting decentralized agencies; affixes director of DAS' signature to specified transactions processed; consults with decentralized agencies processing personnel actions & updating information on computer system; makes changes to employee history, verifies accuracy of step rosters & takes necessary actions to adjust employee records; resolves payroll discrepancies, enter & retrieves employment data relative to personnel transactions being processed in the computer system; calculates & verifies retention points for layoffs for state agencies: researches files, ensures accuracy of computer entries.	Knowledge of: (1) public relations, (2) agency policies & procedures* (e. g., Ohio Administrative Code Chapter 124.14)* Personnel Action Processing Manual* collective bargaining provisions, (3) government structure & process*. Skill in: (4) use of personal computer & associated hardware/software (e. g., Microsoft Word, Excel, Outlook; PeopleSoft)*. Ability to: (5) define problems, collect data, establish facts & draw valid conclusions; (6) gather, collect data, collate information about data; (7) use proper research methods to handle routine & sensitive inquiries from & in person contacts with variety of customers; (8) cooperate with co-workers on group projects.

List Position Numbers & Titles of Positions Directly Supervised:

SIGNATURE OF AGENCY REPRESENTATIVE: Angela J Turner

DATE: 2/12/09

100-000U

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Department of Administrative Services
DAS302130

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Human Resources	HR Support Center	Franklin

POSITION NUMBER 20005891 (23412.0)

☐ Reclassification ☐ New Position ☒ Update

Position Hyperlinked to ☐ Agency Organizational Tree

USUAL WORKING TITLE OF POSITION	POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR
Human Resource Analyst	20005912 (24700.0) Human Resources Analyst Supervisor

☒ Permanent ☐ Temporary ☐ Intermittent	☒ Classified ☐ Unclassified	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 p.m.

JOB TITLE Human Resource Analyst 2

JOB CODE 64612

AD 3/4/09

JOB DESCRIPTION AND WORKER CHARACTERISTICS

%	Job Duties in Order of Importance	Knowledge, Skills & Abilities
15	Works with other analysts in monitoring PAs submitted by agencies to ensure compliance with applicable civil service laws, rules, & applicable collective bargaining agreements & notes; participates as member of team in conducting compliance reviews; provides technical advice & training to new & current Human Resources personnel of state agencies; serves as resource for state agency Human Resources Personnel; participates in seminars & training for state Human Resources personnel & other agency staff regarding new policies & procedures; provides on-line computer training; attends meetings with Office of Collective Bargaining representative as assigned; attends staff, section, division & agency-wide meetings & training/human resources conferences as required to keep abreast of changes; provides input &/or interacts with customers; explains personnel processes & procedures to high-ranking agency administrators.	Knowledge of: 1, 2*, 3*. Skill in: 4 Ability to: 5, 6, 7, 8, (9) deal with problems involving several variables in familiar context, (10) comprehend simple sentences with common vocabulary, (11) copy material accurately & recognize grammatical & spelling errors, (12) understand manuals & verbal instructions, technical in nature, (13) check pairs of items that are similar of dissimilar, (14) work alone on most tasks.
5	Carries out special projects as assigned (e. g., assists in writing training manuals; prepares & delivers formalized classroom & informal training to initially inform & update state agencies on civil service laws, rules, & applicable procedures; travels to state agencies to provide technical assistance & listen to concerns of customers).	Knowledge of: 1, 2*, 3*. Skill in: 4. Ability to: 10, 12, 13, 14.
5	Answers telephone, talk to visitors (e. g., applicants, employees, personnel representatives, governmental officials, general public, union officials); opens, stamps & sorts incoming mail; mails out requested lists, provisional authorizations).	Knowledge of: 1, 2*, 3*. Skill in: 4. Ability to: 7, 8, 10, 11, 15.

List Position Numbers & Titles of Positions Directly Supervised:	SIGNATURE OF AGENCY REPRESENTATIVE	DATE
	Angela J Turner	2/12/09