100-000U

POSITION DESCRIPTION

AGENCY/DEPT ID
Department of Administrative Services
DAS302180

DIVISION OR INSTITUTION	UNIT OR OFFICE	COUNTY OF EMPLOYMENT
Human Resources	Organizational Development Test Administration	Franklin

POSITION NUMBER 20005899

☐ Reclassification ☐ New Position ☒ Update

Position Hyperlinked to ☐ Agency Organizational Tree

USUAL WORKING TITLE OF POSITION: HR Analyst

POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR: 20005915 Human Resource 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: 5:00 p.m.

JOB TITLE: HUMAN RESOURCE ANALYST 2

JOB CODE 64612 ADD 6/3/08

JOB DESCRIPTION AND WORKER CHARACTERISTICS

%	Job Duties in Order of Importance	Knowledge, Skills & Abilities
65	Independently reviews applications submitted by the public for civil service examinations; approves or disapproves applications based on an assessment of the applicant's qualifications (e.g., training, education & experience) as presented on state application or supplemental resume; creates an electronic record for the applicant using TRAC (applicant tracking system) in an application file; reviews the record for errors & makes necessary corrections as warranted; responds to applicant inquires concerning testing related issues; makes accommodations for applicants who have special requests &/or needs (e.g., military credit, disability accommodations, special testing equipment etc.) following established procedures; prints & distributes electronic submissions to the Human Resources Analyst 1's; alphabetizes hard copies of applications & DD214's & files them in alphabetical file weekly; packs old records & labels for storage annually.	Knowledge of: (1) personnel administration: (2) human resources practices & procedures; (3) customer service; (4) division policies & procedures*. Skill in: (5) operation of a personal computer & related hardware/software (e.g., Word & Excel); (6) data entry (e.g., Ohio Hiring Management System, PeopleSoft, TRAC*); (7) use of the Centrix phone system. Ability to: (8) follow instructions; (9) deal with a variety of variables in somewhat unfamiliar context; (10) distinguish fact from opinion; (11) write an effective letter; (12) file alphabetically; (13) maintain accurate resources; (14) handle sensitive issues & disagreeable customers; (15) maintain high level of telephone etiquette.
10	Checks credentials of applicants arriving for testing; checks applicants against daily testing rosters; prepares the testing reception area for daily activities by turning on computers; answers phone inquiries on testing & state employment; assists customers with job search through OHS.	Knowledge of: 3; 4*. Skill in: 6. Ability to: 9; 11; 12; 13; (16) work well in groups & share responsibility for group tasks. *developed after employment

List Position Numbers & Job Titles of Positions Directly Supervised:

SIGNATURE OF AGENCY REPRESENTATIVE: John A. Cerdet

DATE: 5/27/09

100-000U

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Department of Administrative Services
DAS302180

DIVISION OR INSTITUTION	UNIT OR OFFICE	COUNTY OF EMPLOYMENT
Human Resources	Organizational Development Test Administration	Franklin

POSITION NUMBER 20005899

☐ Reclassification ☐ New Position ☒ Update

Position Hyperlinked to ☐ Agency Organizational Tree

USUAL WORKING TITLE OF POSITION	POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR
HR Analyst	20005915 Human Resource 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: 5:00 p.m.

JOB TITLE HUMAN RESOURCE ANALYST 2

JOB CODE 64612 AD 6/3/09

JOB DESCRIPTION AND WORKER CHARACTERISTICS

%	Job Duties in Order of Importance	Knowledge, Skills & Abilities
25	Assists Test Monitors in testing events (e.g. sets-up & tears-down testing sessions & packs & insures travel check list is followed to completion); prepares correspondence (e.g., military credit, testing procedures, examination information); assists other agency personnel with using OHMS (Ohio Hiring Management System), posting jobs on OHMS, following established procedures; orders paper & mailing labels as needed; keeps mailing list up to date; performs routine clerical tasks (e.g., opening, sorting stamping, photocopying application materials as needed); maintains logs, records data collection media; searches files & records to resolve issues & questions from other agencies arising from test administration; answers phones; assists with mass mailings as needed; maintains office files & records pertaining to test administration; attends classes, conferences, & trainings; stays current with software & hardware needed to perform regular job duties; assists with bulletin preparation (e.g., proofing, folding, stuffing, distributing); works on special projects as needed; run errands requiring sharing testing products with other units & agencies; travel & stay overnight for remote testing duties as needed; serve as monitoring assistant at remote testing sessions.	Knowledge of: 1; 2; 3; 4*. Skill in: 5; 6; 7. Ability to: 8; 9; 10; 11; 12; 13; 14; 15; 16.

List Position Numbers & Job Titles of Positions Directly Supervised:	SIGNATURE OF AGENCY REPRESENTATIVE	DATE
	John A. Cadell	5/27/09