

# POSITION DESCRIPTION

OHIO DEPARTMENT OF ADMINISTRATIVE SERVICES

AGENCY  
Department of Administrative Services

DIVISION OR INSTITUTION  
Human Resources

UNIT OR OFFICE  
HR Support – Employment Processing

POSITION NUMBER  
20005899 (24204.0)

State Agency     County Agency     New Position     Change

County of Employment  
Franklin

USUAL WORKING TITLE OF POSITION  
Human Resource Analyst 2

POSITION NO. & TITLE OF IMMEDIATE SUPERVISOR  
20005915 (25100.0) Human Resources Supervisor

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

Page 1 of 2

### JOB DESCRIPTION & WORKER CHARACTERISTICS

%	Job Duties in Order of Importance	Minimum Acceptable Characteristics
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	Shares the responsibility for staffing the front desk in the reception area with other HRA1's; 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

JOB CODE TITLE  
Human Resources Analyst 2

JOB CODE  
64612

List Position Numbers & Titles of Positions Directly Supervised:

SIGNATURE OF AGENCY REPRESENTATIVE

DATE

*Sharon Stevens*

*11/18/08*

*APD 12-5-08 VLB*

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25	<p>Assists Test Monitors in testing events (e.g. sets-up &amp; tears-down testing sessions &amp; packs &amp; 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 &amp; 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 &amp; records to resolve issues &amp; questions from other agencies arising from test administration; answers phones; assists with mass mailings as needed; maintains office files &amp; records pertaining to test administration; attends classes, conferences, &amp; trainings; stays current with software &amp; 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 &amp; agencies; travel &amp; stay overnight for remote testing duties as needed; serve as monitoring assistant at remote testing sessions.</p>	<p>Knowledge of: 1; 2; 3; 4*. Skill in: 5; 6; 7. Ability to: 8; 9; 10; 11; 12; 13; 14; 15; 16.</p> <p>*developed after employment</p>

JOB CODE TITLE  
Human Resources Analyst 2

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64612

APD 12-5-08

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DATE

*Sharon Stevens*

*11/08/08*