

POSITION DESCRIPTION

AGENCY/DEPT ID
Department of Administrative Services
DAS302160

DIVISION OR INSTITUTION
Human Resources Division

UNIT OR OFFICE
Organizational Development
Drug Free Workplace Services

COUNTY OF EMPLOYMENT
Franklin

POSITION NUMBER
20005900 (24206.0)

Reclassification New Position Update Position Hyperlinked to
Agency Organizational Tree

USUAL WORKING TITLE OF POSITION: Human Resources Analyst 1
POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR: 20005831 Management Analyst Supervisor 2

Permanent Classified Overtime: Eligible Exempt Bargaining Unit
 Temporary Unclassified
 Intermittent Essential If FLSA Exempt, exemption type: 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
75	Performs routine professional & administrative support functions, to process human resources paperwork & to understand & apply civil services laws, rules, policies & procedures, collective bargaining contract provisions &/or federal regulations, to respond to inquiries & provide technical assistance to human resources personnel (e.g., learns to process & approve or disapprove human resources paperwork such as agencies requests for drug test overrides, position additions/deletions to federal & state random drug testing pools in accordance with applicable civil service laws, rules, policies & procedures, collective bargaining contract provisions &/or federal regulations; evaluates & enters into computer system drug & alcohol test results received from collection site &/or drug testing vendor; evaluates, processes & enters agency monthly notifications of employees unable to test from Human Resources Administrators, personnel officers &/or labor officers of state agencies to ensure compliance with drug testing applicable civil services laws & rules, collective bargaining agreements & Department of Administrative Services' (DAS) policies & procedures & federal regulations; evaluates drugs & alcohol results & chain of custody forms for accuracy, completeness, consistency & compliance with applicable civil service laws, rules, procedures, collect bargaining agreements & federal regulations & coordinates with drug testing vendor to resolve issues; addresses questions or problems & explains decisions to Drug-Free Workplace (DFWP) Manager; consults with DFWP Manager on processing drug test results, request for drug test overrides & position additions/deletions on computer system; notes comments on employee drug test history to reflect discrepancies on test types, date test reported by vendor &/or cancelled tests; operates personal computer to enter & retrieve employment data relative to drug test results being processed in the computer system).	Knowledge of: (1) public relations; (2) agency policies & procedures (e.g., Ohio Administrative Code Chapter 123:1-76; DAS Drug Testing Manual; collective bargaining provisions; Federal Drug Testing Regulations)*; (3) governing 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, collect 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.
15	Under direction of DFWP Manager, provides input &/or interacts with customers; explains State's drug testing policy, processes & procedures to agency administrators, personnel officer &/or labor officer; assists DFWP Manager with monitoring past employees' request for release of drug & alcohol test results to ensure compliance with applicable civil	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

JOB CODE TITLE
Human Resources Analyst 1

JOB CODE
64611
ARD 6/3/09

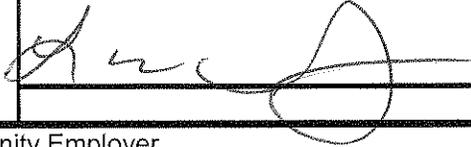
List Position Numbers & Job Titles of Positions Directly Supervised:

SIGNATURE OF AGENCY REPRESENTATIVE

DATE

5/19/09

POSITION DESCRIPTION		AGENCY/DEPT ID Department of Administrative Services DAS302160
DIVISION OR INSTITUTION Human Resources Division	UNIT OR OFFICE Organizational Development Drug Free Workplace Services	COUNTY OF EMPLOYMENT Franklin

POSITION NUMBER 20005900 (24206.0)	<input type="checkbox"/> Reclassification <input type="checkbox"/> New Position <input type="checkbox"/> Update		Position Hyperlinked to <input type="checkbox"/> Agency Organizational Tree	
	USUAL WORKING TITLE OF POSITION Human Resources Analyst 1		POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR 20005831 Management Analyst Supervisor 2	
	<input checked="" type="checkbox"/> Permanent <input type="checkbox"/> Temporary <input type="checkbox"/> Intermittent	<input checked="" type="checkbox"/> Classified <input type="checkbox"/> Unclassified <input type="checkbox"/> Essential	Overtime: <input checked="" type="checkbox"/> Eligible <input type="checkbox"/> 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 DESCRIPTION AND WORKER CHARACTERISTICS				
	%	Job Duties in Order of Importance	Knowledge, Skills & Abilities	
		service laws, rules, & applicable state policy & procedures & federal regulations; researches requests for missing results reported by agencies by contacting vendor &/ or collection site to resolve, reports result in computer & forwards to agency; provides technical advice & training to new & current Human Resources personnel of state agencies regarding process & procedures for drug testing; 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; attends meetings with Office of Collective Bargaining representative as assigned regarding drug test policy issues as they arise; attends staff, section, division & agency-wide meetings & training/human resources conferences as required to keep abreast of changes.	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 or dissimilar; (14) work alone on most tasks.	
JOB CODE TITLE Human Resources Analyst 1	10	Carries out special projects as assigned (e.g., assists in writing training manuals &/or internal processing manuals; prepares & delivers formalized classroom & informal training to initially inform & update state agencies on civil service laws, rules & applicable procedures &/or federal regulations in accordance with drug testing; travels to state agencies to provide technical assistance & listen to concerns of customers); performs routine clerical tasks such as opening, sorting, stamping, photocopying materials; maintain drug & alcohol test results & chain of custody forms, records & data collection media; searches files & records to resolve issues; answers phone call.	Knowledge of: 1, 2*, 3*. Skill in: 4. Ability to: 7, 8, 10, 11, 12, 13, 14.	
JOB CODE 64611	List Position Numbers & Job Titles of Positions Directly Supervised:		SIGNATURE OF AGENCY REPRESENTATIVE 	
			DATE 5/19/09	