

# POSITION DESCRIPTION

AGENCY/DEPT ID  
Department of Administrative Services  
DAS301840

DIVISION OR INSTITUTION  
Human Resources Division

UNIT OR OFFICE  
Office of Organizational Development  
Test Development

COUNTY OF EMPLOYMENT  
Franklin

POSITION NUMBER  
20005904

Reclassification

New Position

Update

Position Hyperlinked to   
Agency Organizational Tree

USUAL WORKING TITLE OF POSITION  
Human Resources Analyst

POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR  
20005839 (22307.0) - Management Analyst Supervisor 2

Permanent  
 Temporary  
 Intermittent

Classified  
 Unclassified  
 Essential

Overtime:  Eligible  Exempt

Bargaining Unit

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 | Job Duties in Order of Importance   | Knowledge, Skills & Abilities  |
|-------------------------------------|---|--|
| 55                                  | Independently reviews & approves or disapproves human resources (HR) related paperwork (e.g., agency specific examinations, test plans, test documentation) for routine professional & administrative support function in accordance with applicable civil service laws, rules, policies & procedures &/or collective bargaining contract provisions; provides consulting services & assistance to state agencies with workforce utilization, HR planning activities, & methods to improve HR performance; creates valid proficiency &/or selection instruments & makes validity determinations in accordance with federal selection guidelines, appropriate bargaining unit provisions & civil service laws (i.e., conducts job analysis & uses appropriate techniques & software); provides technical assistance with creating proficiency &/or selection tests/instruments; assists agencies with creating pass points for selection instruments; advises state agencies on making valid decisions based on test/evaluation data; provides training to state agencies on job analysis techniques; develops queries & reports from data obtained through Ohio Administrative Knowledge (OAKS) system (i.e., data regarding state workforce & workforce trends). | <p>Knowledge of: (1) agency policies &amp; procedures (i.e., proficiency &amp; civil service test policies/procedures, performance appraisal &amp; performance management)*; (2) state laws &amp; regulations (e.g., Ohio Revised Code, Ohio Administrative Code &amp; bargaining unit contracts)*; (3) federal human resources &amp; testing laws (e.g., Uniform Guidelines of 1978, Americans with Disabilities Act, job analysis, selection, test development &amp; performance); (4) interviewing techniques; (5) training; (6) human relations; (7) statistics.</p> <p>Skill in: (8) use of personal computer including applicable hardware &amp; software (e.g., Microsoft Word, Excel, Access, PowerPoint, Internet, testing software, PeopleSoft, COGNOS, PS Query); (9) Written &amp; Verbal Communication.</p> <p>Ability to: (10) research &amp; evaluate many variables &amp; determine specific action; (11) define problems, collect data, establish facts &amp; draw valid conclusions; (12) prepare &amp; deliver speeches before specialized audiences; (13) gather, collate &amp; classify information about data, people or things.</p> <p>*developed after employment.</p> |

JOB CODE TITLE  
Human Resources Analyst 2

JOB CODE  
64612

List Position Numbers & Job Titles of Positions Directly Supervised:

SIGNATURE OF AGENCY REPRESENTATIVE

DATE

*Yvonne M. Saylor*

6/17/09

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Page 2 of 2

NORMAL WORKING HOURS (Explain unusual or rotating shift):  
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## JOB DESCRIPTION AND WORKER CHARACTERISTICS

| %  | Job Duties in Order of Importance  | Knowledge, Skills & Abilities   |
|----|--|---|
| 25 | Assists manager in performing &/or learns to perform more advanced human resources functions: researches new &/or revised human resources policies & programs that have statewide impact such as classification, assessment (e.g., proficiency &/or civil service examinations) & performance management utilizing written & telephone surveys, library & professional publications, internet &/or other sources; assists with developing survey instruments as needed to obtain classification, performance &/or assessment information/data from agency human resources personnel; compiles results of research & creates reports; assists manager with implementation & maintenance of new testing software; communicates business needs to vendor(s), Information Technology (IT) personnel, &/or managers; evaluates software/system in test environment & recommends changes to vendor(s) &/or IT professionals as needed; works with test administration staff to ensure new civil service examinations are printed & administered in timely fashion; ensures smooth transition with changing civil service examinations over to proficiency examinations (e.g. reviews items to ensure validity for use as proficiency exams); ensures test administration staff have what they need to administer examinations. | Knowledge of: 1*; 2*; 3; 4; 5; 7; (15) Business (e.g., HRIS).<br>Skill in: 8; 9.<br>Ability to: 11; 12; 14; (16) deal with variety of variables in somewhat unfamiliar context.   |
| 20 | Performs related administrative duties: collaborates with &/or provides technical assistance to test developers/writers (e.g., schedules rooms for test reviews; assists with conducting test reviews; reviews & proofreads draft civil service & proficiency examinations for validity concerns & grammar/spelling errors prior to submission to supervisor for approval/print); drafts correspondence, reports & other documents; performs other related testing &/or performance duties as assigned; works on special projects as assigned; assists with creating civil service examinations as needed; attends &/or facilitates meetings within division & other agencies; makes presentations to groups of professionals surrounding testing &/or performance issues; assists supervisor with interviews; answers telephone inquiries & provides information.   | Knowledge of: 1*; 2*; 3; 4, 5.<br>Skill in: 8, 9.<br>Ability to: 13, 16, (17) proofread technical materials, recognize errors, & make corrections; (18) interpret & follow variety of instructions in written, oral, picture or schedule form.<br><br>Some travel required with possible overnight stays.<br><br>*developed after employment. |

JOB CODE TITLE  
Human Resources Analyst 2

JOB CODE  
64612

List Position Numbers & Job Titles of Positions Directly Supervised:

SIGNATURE OF AGENCY REPRESENTATIVE

DATE

*Julia M. Taylor*

6/17/09