

POSITION DESCRIPTION

OHIO DEPARTMENT OF ADMINISTRATIVE SERVICES

AGENCY
Department of Administrative Services

DIVISION OR INSTITUTION
Human Resources Division

UNIT OR OFFICE
Performance and Assessment

State Agency County Agency New Position Change

County of Employment
Franklin

USUAL WORKING TITLE OF POSITION
Human Resources Analyst

POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR
205839 (22307.0) - Management Analyst Supervisor 2

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

JOB DESCRIPTION AND WORKER CHARACTERISTICS

%	Job Duties in Order of Importance	Minimum Acceptable Characteristics
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 and 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 and reports from data obtained through Ohio Administrative Knowledge (OAKS) system (i.e., data regarding state workforce and workforce trends).	Knowledge of: (1) agency policies & procedures (i.e., proficiency & civil service test policies/procedures, performance appraisal & performance management)*; (2) state laws & regulations (e.g., Ohio Revised Code, Ohio Administrative Code & bargaining unit contracts)*; (3) federal human resources & testing laws (e.g., Uniform Guidelines of 1978, Americans with Disabilities Act, job analysis, selection, test development & performance); (4) interviewing techniques; (5) training; (6) human relations; (7) statistics. Skill in: (8) use of personal computer including applicable hardware & software (e.g., Microsoft Word, Excel, Access, PowerPoint, Internet, testing software, PeopleSoft, COGNOS, PS Query); (9) Written & Verbal Communication. Ability to: (10) research & evaluate many variables & determine specific action; (11) define problems, collect data, establish facts & draw valid conclusions; (12) prepare & deliver speeches before specialized audiences; (13) gather, collate & classify information about data, people or things. *Developed after employment.

List Position Numbers and Titles of Positions Directly Supervised:

SIGNATURE OF AGENCY REPRESENTATIVE

DATE

3/26/08

POSITION NUMBER
20005904 (24404.0)

JOB CODE TITLE
Human Resources Analyst 2

JOB CODE
64612

APD 4-30-08

POSITION DESCRIPTION

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Page 2 of 2

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%	Job Duties in Order of Importance	Minimum Acceptable Characteristics
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), 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). Skill in: 8; 9. 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); uses word processing equipment & computer to draft 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; presents to group of professionals surrounding testing &/or performance issues; assists supervisor with interviews; answers telephone inquiries & provides information.	Knowledge of: 1*; 2*; 3; 4, 5. Skill in: 8, 9. 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. Some travel required with possible overnight stays. *Developed after employment.

List Position Numbers and Titles of Positions Directly Supervised:

SIGNATURE OF AGENCY REPRESENTATIVE

DATE

Tricia M. Taylor

3/26/08

POSITION NUMBER
20005904 (24404.0)

JOB CODE TITLE
Human Resources Analyst 2

JOB CODE
64612

APD 4-30-08