

# 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  
20005906 (24510.0)

State Agency     County Agency     New Position     Change

County of Employment  
Franklin

USUAL WORKING TITLE OF POSITION  
Human Resources Analyst

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
40	Independently reviews, approves or disapproves applications submitted by the public for civil service examinations; assess state applications or supplemental resume for qualifications, training education & experience; creates electronic record for the applicant using TRAC (applicant tracking database); reviews electronic records for errors & makes necessary corrections; processes special needs requests (e.g., military credit, disability accommodations, special testing equipment) following established procedures; notifies applicants in writing when application is disapproved; responds to applicant inquiries concerning disapproved or other testing-related issues; prints & distributes electronic submissions to staff; alphabetizes hard copy applications & DD214's (veterans discharge paperwork) & maintains files; packs old records & labels them for storage.	Knowledge of: (1) personnel administration; (2) human resources practices & procedures; (3) customer services; (4) Ohio Revised Code (ORC) & Ohio Administrative Code (OAC)*; (5) Department of Administrative Services (DAS) policies & procedures*. Skill in: (6) operation of a personal computer & related hardware/software (e.g. Micro Soft Word, Excel, Access) for reporting, record keeping, querying data, data entry, OHMS (Ohio Hiring Management System), TRAC). Ability to: (7) follow instructions; (8) structure a problem to complete it successfully; (9) draw conclusions, distinguish fact from opinion, ask good questions; (10) prepare effective correspondence; (11) file alphabetically & keep complete tidy records; (12) handle sensitive issues & disagreeable customers; (13) willingness to work cooperatively with colleagues; (14) take initiative when needed; (15) display healthy attitude toward change & willingness to adjust to changes; (16) high level accomplishment with phone etiquette.
30	Processes civil service exams: scores civil service tests using TRAC; scans biographical data sheets for EEO information & county selection; creates applicant records in TRAC; schedules applicants for exams; scans answer sheets; produces an item analysis for passing point criteria; computes test scores; runs a fail determination; transfers eligible applicants from applicant side of database to eligible side of database; downloads applications to hard drive (e.g., eligible applicants,	Knowledge of: 2; 4*; 5*. Skill in: 6. Ability to: 8; 9; 13; (17) perform analysis on data to recommend best practices.  *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*

11/19/08

APD 12-5-08

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	demographic information & county selections); transfers File Transfer Protocol (FTP's) to IBM mainframe (e.g., exam scores, applicant names, county selections); accesses Human Resources Management System (HRMS) to report the date of test, date list posted & sequence number for eligible lists; answers inquiries concerning civil service employment, civil service testing procedures & general civil service testing information (e.g., dates of tests, scheduling procedures, how test scores are converted) in accordance with Department of Administrative Services (DAS) policy & procedures, Ohio Revised Code (ORC) & Ohio Administrative Code (OAC); provides answers to routine information from visitors (e.g. applicants, employees, human resources representatives, general public); creates & maintains files; produces rosters &/or lists for operations.	
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25	Trains lower level analyst & acts as consultant to decentralized state agencies on: operation of TRAC, how to transfer FTP information to the IBM mainframe; accesses HRMS to produce reports (e.g., testing date, date list posted, sequence numbers for eligible lists; works with vendors & IT staff in the development of testing software to ensure that software meets requirements of DAS policy, ORC & OAC; conducts testing & implementation of testing software in consultation with vendors & IT staff.	Knowledge of: 1; 4*; 5*. Skill in: 6. Ability to: 7; 8; 9; 10; 11; 12; 17.
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5	Shares the responsibility for manning the front desk in the reception area with other human resource analysts as needed: checks credentials of applicants arriving for testing; verifies applicants against daily testing rosters; prepares the testing reception area for daily activities (e.g., signs on computers for applicant use); answers phone inquiries on testing & state employment; assists customers with job search through OHMS.	Knowledge of: 3; 4*; 5*. Skill in: 6. Ability to: 9; 11; 12; 13; 16.
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\*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

APP 12-5-08-JR