

# POSITION DESCRIPTION

OHIO DEPARTMENT OF ADMINISTRATIVE SERVICES

AGENCY  
Department of Administrative Services

DIVISION OR INSTITUTION  
Human Resources

UNIT OR OFFICE  
HR Support Center/ HR Services

POSITION NUMBER  
20005908 (24604.0)

State Agency     County Agency     New Position     Change

County of Employment  
Franklin

USUAL WORKING TITLE OF POSITION  
Human Resources Analyst 2

POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR  
20005912 (24700.0) Human Resources Analyst Supervisor

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

Page 1 of 2

## JOB DESCRIPTION AND WORKER CHARACTERISTICS

%	Job Duties in Order of Importance	Minimum Acceptable Characteristics
75	Independently process & approve or disapprove human resources paperwork such as personnel actions & layoff lists in accordance with applicable civil service laws, rules, policies & procedures &/ or collective bargaining contract provisions (e.g., evaluates & enters Personnel, Payroll & Certification actions received from Human Resource Administrators, personnel officers & payroll officers of state agencies to ensure completed processing of personnel transactions; complies with applicable civil service laws & rules, collective bargaining agreements & Department of Administrative Services' (DAS) policies & procedures; reviews & enters personnel actions into computer system, evaluates personnel actions for accuracy, completeness, consistency & compliance with applicable civil service laws, rules, procedures & collective bargaining agreements; evaluates personnel actions to ensure accurate appointments pertaining to certification eligible lists based on applicable civil services laws, rules, policies, & procedures & collective bargaining contract provisions & follows-up on questions or problems & explains decisions to submitting decentralized agencies; affixes director of DAS' signature to specified transactions processed; consults with decentralized agencies processing personnel actions & updating information on computer system; makes changes employee history, verifies accuracy of step rosters & take necessary actions to adjust employee records; resolves payroll discrepancies, enter & retrieves employment data relative to personnel transactions being processed in the computer system; calculates & verifies retention points for layoffs for state agencies: research files, ensures accuracy of computer entries).	Knowledge of (1) public relations, (2) agency policies & procedures* (e. g., Ohio Administrative Code Chapter 124.14)* Personnel Action Processing Manual* collective bargaining provisions, (3) government 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, collate 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	Works with other analyst in monitoring PAs submitted by agencies to ensure compliance with applicable civil service laws, rules, & applicable collective bargaining agreements & notes; participates as member of team in conducting compliance reviews; provides technical advice & training to new & current Human Resources personnel of state agencies	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 sentences with common vocabulary,

JOB CODE TITLE  
Human Resources Analyst 2

ADD 11-5-07 (2007)

JOB CODE  
64612

List Position Numbers & Titles of Positions Directly Supervised:

SIGNATURE OF AGENCY REPRESENTATIVE

DATE

*Angela J Turner*

10/29/07

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	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; provides on-line computer training; attends meetings with Office of Collective Bargaining representative as assigned; attends staff, section, division & agency-wide meetings & training/human resources conferences as required to keep abreast of changes; provides input &/or interacts with customers; explains personnel processes & procedures to high-ranking agency administrators.	(11) copy material accurately & recognize grammatical & spelling errors, (12) understand manuals & verbal instructions, technical in nature, (13) check pairs of items that are similar of dissimilar, (14) work alone on most tasks.
5	Carries out special projects as assigned (e. g., assists in writing training manuals; prepares & delivers formalized classroom & informal training to initially inform & update state agencies on civil service laws, rules, & applicable procedures; travels to state agencies to provide technical assistance & listen to concerns of customers).	Knowledge of 1, 2, 3. Skill in 4. Ability to 10, 12, 13, 14.
5	Answers telephone, talk to visitors (e. g., applicants, employees, personnel representatives, governmental officials, general public, union officials); opens, stamps & sorts incoming mail; mails out requested lists, provisional authorizations).	Knowledge of 1, 2, 3. Skill in 4. Ability to 7, 8, 10, 11, 15.  *developed after employment

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