

# 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  
20005911 (24610.0)

JOB CODE TITLE  
Human Resources Analyst I

JOB CODE  
64611

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: 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 AND WORKER CHARACTERISTICS

%	Job Duties in Order of Importance	Minimum Acceptable Characteristics
55	Provides front desk coverage to assist customers with routine inquiries (e.g., explain civil service testing procedures, interprets state test & vacancy bulletins, directs calls to appropriate staff & agency contacts; takes messages & transfer inquiries to appropriate internal staff & management); provides support to operational, technical & managerial staff; (e.g., downloads & alphabetizes Ohio Hiring Management System (OHMS) applications, uses word; processing packages, spreadsheets & associated equipment to produce electronic copies of all application materials sent to unit for processing & approval); runs photo & computer printer copies.	Knowledge of: (1) public relations; (2) human relations; (3) office practices & procedures; (4) agency policies & procedures* (e.g. Ohio Revised Code (ORC), Ohio Administrative Code (OAC); (5) government structure & processes*. Skill in: (6) operation of personal computer & associated hardware/software (e.g. Microsoft Word, Excel, copier phone, TTY, OHMS; (7) use of Centrix phone system. Ability to: (7) carry out detailed but basic written or oral instructions; (8) deal with problems involving several variables in familiar context; (9) apply principles to solve practical & everyday problems; (10) follow written & verbal instructions; (11) screen messages; (12) arrange in alphanumeric order; (13) answer routine telephone calls; (14) resolve complaints under stressful conditions; (15) copy records precisely without error.
25	Uses TRAC (applicant tracking system) to extract data on clients (e.g., researches records & data to answer questions), tracks applicants, answers questions about customer's history, produces documents for senior Human Resources Analysts to evaluate & approve/disapprove; creates & posts tests & bulletins in electronic form from paper copies; posts registers on OHMS; looks up passwords & user ID's as requested for OHMS access; runs errands; assists with mass mailing upon request.	Knowledge of: 1, 2, 3, 4*, 5*. Skill in: 6, 7. Ability to: 8, 9, 10, (16) use proper research methods in gathering data.  *develop after employment.

List Position Numbers & Titles of Positions Directly Supervised:

SIGNATURE OF AGENCY REPRESENTATIVE

DATE

*Sharon Stevens*

11/08/08

APB 12-5-08

<h1 style="margin: 0;">POSITION DESCRIPTION</h1> <p style="text-align: center; margin: 0;">OHIO DEPARTMENT OF ADMINISTRATIVE SERVICES</p>	AGENCY Department of Administrative Services
	DIVISION OR INSTITUTION Human Resources
	UNIT OR OFFICE HR Support – Employment Processing

POSITION NUMBER 20005911 (24610.0)	<input checked="" type="checkbox"/> State Agency <input type="checkbox"/> County Agency <input type="checkbox"/> New Position <input checked="" type="checkbox"/> Change	County of Employment Franklin
	USUAL WORKING TITLE OF POSITION Human Resources Analyst	POSITION NO. AND 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.	

**JOB DESCRIPTION AND WORKER CHARACTERISTICS**

%	Job Duties in Order of Importance	Minimum Acceptable Characteristics
20	Serves as back-up to senior Human Resources Analysts at off-site Test Center reception area (e.g., greets applicants & visitors, checks ID's & credentials, answers routine questions; directs callers & visitors to off-site appropriate staff); sets up & maintains filing systems; assists Test Monitors & Human Resources Analysts in remote testing events (e.g., sets-up & tears-down testing sessions; packs & insures travel check list is followed to completion; works with customers who need assistance using OHMS to search for jobs; works with Human Resources Division Information Technology team to diagnose OHMS problems; suggests upgrades & patches to system as needed.	Knowledge of: 1, 2, 3, 4*, 5. Skill in: 6, 7 Ability to: 8, 9, 10, (17) maintain files, (18) cooperate with co-workers on group projects, (19) define problems, collect data, establish facts & draw valid conclusions.

\*developed after employment.

APD 12-5-08 DAN

JOB CODE TITLE  
Human Resources Analyst 1

JOB CODE  
64611

List Position Numbers & Titles of Positions Directly Supervised:	SIGNATURE OF AGENCY REPRESENTATIVE 	DATE 11/18/08
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