100-000U

POSITION DESCRIPTION

AGENCY/DEPT ID
Department of Administrative Services
DAS302125

DIVISION OR INSTITUTION	UNIT OR OFFICE	COUNTY OF EMPLOYMENT
Human Resources Division	HCM & Agency HR Support Agency HR Support	Franklin

POSITION NUMBER 20005912

☐ Reclassification ☐ New Position ☒ Update

Position Hyperlinked to ☐ Agency Organizational Tree

USUAL WORKING TITLE OF POSITION	POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR
Human Resources Analyst Supervisor	20005817

☒ Permanent ☐ Temporary ☐ Intermittent	☒ Classified ☐ Unclassified ☐ Essential	Overtime: ☐ Eligible ☒ Exempt If FLSA Exempt, exemption type:	Bargaining Unit 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	Knowledge, Skills & Abilities
60	Coordinates activities of Human Resources Services unit, determines application of civil service laws, rules, policies & procedures & collective bargaining contract provisions following standardized legal interpretations & supervises lower-level human resources analysts & support staff: assigns & reviews work; completes employee performance evaluation forms; recommends or authorizes leave & recommends or initiate disciplinary action; evaluates & counsels staff; determines work priorities; administers development of lists (e.g. open competitive, reinstatement/reemployment), approval/denial of personnel actions (e.g. appointments, changes, etc.) & certification of applications to departments of state & county agencies; participates in policy development; plans develops & implements procedures for certification and state services units; enforces policies & procedures; exercise administrative approval/disapproval over appointments made in face of existing lists & pending personnel actions.	Knowledge of: (1) management; (2) supervisory principles & techniques; (3) employee training & development; (4) civil service laws, rules, & procedures specified in Ohio revised Code, Ohio Administrative Code & collective bargaining agreements*; (5) certification rules, principles & procedures*; (6) departmental & divisional rules & procedures governing processing of paperwork & workflow*; (7) interviewing; (8) human resources. Skill in: (9) operation of personal computer & associated hardware/software (e.g. MS Office, PeopleSoft); Ability to: (10) draft & recommend certification & personnel action policies & guidelines; (11) use proper research methods to collect data pertinent to certification & personnel action matters under review; (12) comprehend technical documentation. *developed after employment

JOB CODE TITLE Human Resources Analyst Supervisor

JOB CODE 64615

APD 6/3/09

List Position Numbers & Job Titles of Positions Directly Supervised:
HRA2 -20005891 HRA2 -20005918
HRA2 -20005888 HRA2 -20005887
HRA2 -20005890 HRA2 -20005913
HRA2 -20005892

SIGNATURE OF AGENCY REPRESENTATIVE

DATE 5/29/09

100-000U

POSITION DESCRIPTION

AGENCY/DEPT ID
Department of Administrative Services

DIVISION OR INSTITUTION	UNIT OR OFFICE	COUNTY OF EMPLOYMENT
Human Resources Division	HCM & Agency HR Support Agency HR Support	Franklin

POSITION NUMBER 20005912

☐ Reclassification ☐ New Position ☒ Update

Position Hyperlinked to ☐ Agency Organizational Tree

USUAL WORKING TITLE OF POSITION	POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR
Human Resources Analyst Supervisor	20005817 Human Resources Manager 3

☒ Permanent ☐ Temporary ☐ Intermittent	☒ Classified ☐ Unclassified ☐ Essential	Overtime: ☐ Eligible ☒ Exempt If FLSA Exempt, exemption type:	Bargaining Unit Page 2 of 2

NORMAL WORKING HOURS (Explain unusual or rotating shift):
FROM: 8:00 A.M. TO: 5:00 P.M.

JOB CODE TITLE Human Resources Analyst Supervisor

JOB DESCRIPTION AND WORKER CHARACTERISTICS

%	Job Duties in Order of Importance	Knowledge, Skills & Abilities
25	Provides technical expertise/advice & acts as liaison for Human Resources Services unit: meets with & assists other unit/section personnel within division, other administrative personnel & representatives from state & county agencies with matters relating to civil service testing, certification, & hiring practices; responds to inquiries & requests from applicants & general public & answers questions & resolves problems; provides training & makes presentations to agency personnel & special interest groups; provides expert testimony; attends meetings to obtain &/or provide information & represents units relative to certification and personnel issues.	Knowledge of: 1, 3, 4*, 5*, 6*, (13) public relations; (14) administrative/adjudicative hearing process*. Skill in: 9. Ability to: 11, 12, (15) handle routine & sensitive inquiries, complaints, & contact with administrative personnel & representatives from state & county agencies; (16) apply laws, rules, policies, &/or procedures applicable to inquiries & request received involving variety of variables; (17) apply principles to determine appropriate action for resolution; (18) assess questions & provide appropriate information.
15	Performs other related duties as requested: monthly reports; attends &/or conducts meetings; travels to attend meetings & conferences; maintains records & files.	Knowledge of: 4*, 5*, 6*, 8. Skill in: 9. Ability to: 10, 11, 16, (19) develop complex papers on certification & state services matters. *developed after employment

JOB CODE 64615 ADD 6/3/09 VR

List Position Numbers & Job Titles of Positions Directly Supervised:
HRA2 -20005891 HRA2 -20005918
HRA2 -20005888 HRA2 -20005887
HRA2 -20005890 HRA2 -20005913
HRA2 -20005892

SIGNATURE OF AGENCY REPRESENTATIVE: [signature]

DATE: 5/29/09