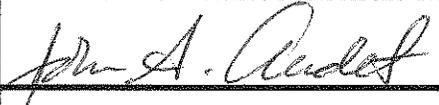


<h1 style="margin:0;">POSITION DESCRIPTION</h1>	OHIO DEPARTMENT OF ADMINISTRATIVE SERVICES	AGENCY Department of Administrative Services
		DIVISION OR INSTITUTION Human Resources
		UNIT OR OFFICE Office of Compensation & Recruitment County HR Services Unit

POSITION NUMBER 20005915 (25100.0)	<input checked="" type="checkbox"/> State <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 Supervisor	POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR 20005834 Human Resources Manager 4	
	NORMAL WORKING HOURS (Explain unusual or rotating shift) 7:30 a.m. - 4:30 p.m.		
	Page 1 of 2		
JOB DESCRIPTION AND WORKER CHARACTERISTICS			
	% Job Duties in Order of Importance	Minimum Acceptable Characteristics	
50	Manages all service delivery activities of County HR Services unit to ensure compliance with civil service laws, rules & procedures & applicable collective bargaining provisions; administers unit operations; develops classification plans & advises personnel & other county officials on policy & procedure in accordance with requirements of civil service law, administrative code & contractual agreement; develops & implements audit method for County Personnel Departments interprets policy based on law & administrative procedure & relates provisions of contracts; assists division management with procedural development by providing recommended changes or requests for new/revised policies/procedures & rules; implements & enforces internal policy/procedure; establishes & directs required records retention; assists in development, arrangements, directs administration of & participates in technical training for human resources representatives of county agencies (e.g., identifies topics for training; drafts &/or edits training/reference manuals; acts as trainer on designated subjects).	Knowledge of (1) personnel, public or business administration or human resources, (2) Ohio Civil Service Laws & Ohio Administrative Rules.* (3) applicable collective bargaining agreements, interpretations thereof & related arbitration/SERB decisions.* (4) DAS' policies & procedures related to processing of Personnel Actions, Position Descriptions, job audits related transactions.* (5) public relations/customer service, (6) employee training & development, (7) management; Skill in: (8) use of personal computer including hardware & software (e.g. Microsoft Word, Excel, Access, PowerPoint). Ability to: (9) define problems, collect data, establish facts & draw valid conclusions, (10) gather, collate & classify information about data, people or things, (11) read & understand information technical in nature, (12) handle routine & sensitive telephone & face-to-face contacts with government representatives, employees & general public, (13) understand practical field of study (e.g., Human Resources, business administration, (14) calculate fractions, decimals & percentages. (15) prepare meaningful, concise & accurate reports.	
25	Supervises HR analyst & support staff of County HR Services unit: assigns, review & evaluates work; trains, assists & advises employees; approves/disapproves staff determinations; personally reviews & approves/disapproves specified documents/Personal Actions/Position Descriptions & job audits by signing on behalf of director of Department of Administrative Services. Provides developmental assignments to encourage staff development.	Knowledge of: 1, 2*, 3*, 4*, 5. Skill in: 8. Ability to: 9, 10, 11, 12, 14.	
* Developed after employment			
	List Position Numbers & Titles of Positions Directly Supervised: 20005939 - AA3 20005918 & 20005871 - HRA 2 20005917 - HRA3	SIGNATURE OF AGENCY REPRESENTATIVE 	
		DATE 7/10/08	

ARD 7-23-08

JOB CODE TITLE
 Human Resources Analyst Supervisor
 64615

<h1 style="margin: 0;">POSITION DESCRIPTION</h1>	OHIO DEPARTMENT OF ADMINISTRATIVE SERVICES	AGENCY Department of Administrative Services
		DIVISION OR INSTITUTION Human Resources
		UNIT OR OFFICE Office of Compensation & Recruitment County HR Services Unit

POSITION NUMBER 20005915 (25100.0)	<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 Supervisor		POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR 20005834 Human Resources Manager 4			
	NORMAL WORKING HOURS (Explain unusual or rotating shift) 7:30 a.m. - 4:30 p.m.					Page 2 of 2
	JOB DESCRIPTION AND WORKER CHARACTERISTICS					
	%	Job Duties in Order of Importance			Minimum Acceptable Characteristics	
	15	Provides administrative support on special projects (e.g., gathers data &/or directs data-gathering activities to provide documented support in projected area); chairs or attends committee, task force & seminar gatherings.			Knowledge of: 1, 2*, 3*, 4*. Skill in: 8. Ability to: 9, 10, 12, 14.	
	10	Researches, analyzes & compiles data & writes required operational/administrative reports & documents as required (e.g., monthly & annual activity reports; writes Position Descriptions for assigned staff & drafts Table of Organization for state unit; writes position papers, profiles, reports & projections).			Knowledge of: 1, 2*, 3*, 4*. Skill in: 8. Ability to: 9, 10, 12, 14, 15.	
* Developed after employment						
JOB CODE 64615	List Position Numbers & Titles of Positions Directly Supervised: 20005939 (26318.0) – AA3 20005918 (25310.0) & 20005871 (23312.0) – HRA 2 20005917 (25108.0) – HRA3				SIGNATURE OF AGENCY REPRESENTATIVE 	DATE 7/10/08

ARD 7-23-08

JOB CODE TITLE
Human Resources Analyst Supervisor