

POSITION DESCRIPTION		AGENCY/DEPT ID Department of Administrative Services DAS301805
DIVISION OR INSTITUTION Human Resources	UNIT OR OFFICE Workforce Administration	COUNTY OF EMPLOYMENT Franklin

POSITION NUMBER 20005933 JOB TITLE College Intern JOB CODE 99940	<input checked="" type="checkbox"/> Reclassification <input type="checkbox"/> New Position <input checked="" type="checkbox"/> Update Position Hyperlinked to <input type="checkbox"/> Agency Organizational Tree
	USUAL WORKING TITLE OF POSITION: College Intern POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR: 20005837 Human Capital Management Manager
	<input type="checkbox"/> Permanent <input type="checkbox"/> Classified Overtime: <input type="checkbox"/> Eligible <input type="checkbox"/> Exempt Bargaining Unit <input checked="" type="checkbox"/> Temporary <input type="checkbox"/> Unclassified If FLSA Exempt, exemption type: _____
	NORMAL WORKING HOURS (Explain unusual or rotating shift): Hours vary based on need

JOB DESCRIPTION AND WORKER CHARACTERISTICS

%	Job Duties in Order of Importance	Knowledge, Skills & Abilities
80	Performs Human Resources assignments in the areas of classification, compensation, & workforce planning: Assists with web page updates; learns & runs queries for workforce planning indicators; conducts labor market analysis related to classification & compensation projects; learns & runs queries detailing classification & compensation data; utilizes Excel, Word & other Microsoft office products to prepare reports & presentations; develops an understanding of the State of Ohio compensation system.	Knowledge of (1) human resources; (2) human relations; (3) office practices & procedures; (4) agency policies & procedures*. Skill in (5) use of personal computer & related hardware/software (e.g. Microsoft Word, Excel, Access, PowerPoint, OAKS*). Ability to (6) deal with a variety of variables in somewhat unfamiliar context; (7) add, subtract, multiply & divide whole numbers; (8) maintain accurate records; (9) gather, collect, & classify information about date, people, & things.
20	Performs various supportive tasks: assists staff; prepares correspondence; coordinates meetings; answers telephones	Knowledge of: 1, 2, 3, 4. Skill in: 5. Ability to: 6, 7, 8, 9.

*developed after employment

List Position Numbers & Job Titles of Positions Directly Supervised:	SIGNATURE OF AGENCY REPRESENTATIVE 	DATE 6/6/10
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