

POSITION DESCRIPTION		AGENCY/DEPT ID Department of Administrative Services DAS301000
DIVISION OR INSTITUTION Human Resources Division	UNIT OR OFFICE Office of Talent Management	COUNTY OF EMPLOYMENT Franklin

POSITION NUMBER 20005933 JOB TITLE College Intern JOB CODE 99940 <i>App'd 7.10.14 CAJ</i>	<input 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		POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR See Table of Organization	
	<input type="checkbox"/> Permanent <input checked="" type="checkbox"/> Temporary <input type="checkbox"/> Intermittent	<input type="checkbox"/> Classified <input checked="" type="checkbox"/> Unclassified	Overtime: <input checked="" type="checkbox"/> Eligible <input type="checkbox"/> Exempt If FLSA Exempt, exemption type:	Bargaining Unit Page 1 of 1
	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	
	50	Under immediate supervision of the Administrator of the Office of Talent Management, makes updates to State of Ohio Classification Specifications by adding related competencies (e.g., identifies top two (2) rated work activities/competencies associated with each O*Net occupation utilizing cross-walk of State's Classification Plan to the Standard Occupational Classification System; accesses updatable class plan word document & inserts information into class specification template); based on classification and pay booklet, adds assigned pay ranges to class specs & converts information into new class specification template. Saves documents using pre-determined naming convention within office electronic class plan files.	Knowledge of (1) human resources; (2) human relations; (3) office practices & procedures; (4) agency policies & procedures* Skill in (5) use of personal computer and related hardware/software (e.g. Microsoft Word, Excel, Access, PowerPoint, NEO-GOV*, Peoplesoft-ePerformance*). Ability to (6) deal with variety of variables in somewhat unfamiliar context; (7) add, subtract, multiply & divide who numbers; (8) maintain accurate records; (9) gather, collate & classify information about data; people or things.	
	30	Updates classification specifications residing within Ohio Hiring Management System with competency information based on class plan updates. Learn OHMS and ePerformance system structure & operation in order to assist with updates and/or review of job aids and training material, respond to routine email inquiries, assist with special projects as needed (e.g. OHMS security forms audit; User Acceptance Testing (UAT) of new enhancements), Research Recruitment/Applicant Tracking Systems (ATS); document key features and system capabilities	Knowledge of: 1, 2, 3, 4* Skill in: 5 Ability to: 6, 7, 8, 9.	
	20	Provides routine clerical support: copies files and other documents; scans documents & files for electronic use; opens, time-stamps, sorts & distributes incoming mail; creates, organizes & maintains files and run reports from the Ohio Administrative Knowledge System (OAKS).	Knowledge of: 1, 2, 3 Skill in: 5 Ability to: 6, 7, 8, 9.	
	Position is unclassified per section 124.11 (A) (12) of Ohio Revised Code. This is a temporary position involving various duties that will either supplement the student's major field of study and/or provide experience that is a useful addition to the student's education and meaningful preparation for future professional employment		*developed after employment	
List Position Numbers & Job Titles of Positions Directly Supervised: See Table of Organization		SIGNATURE OF AGENCY REPRESENTATIVE 	DATE 7-10-14	

Office of Talent Management

