

POSITION DESCRIPTION

OHIO DEPARTMENT OF ADMINISTRATIVE SERVICES

AGENCY
Department of Administrative Services

DIVISION OR INSTITUTION
Administrative Support Division

UNIT OR OFFICE
Office of Employee Services

State Agency County Agency New Position Change

County of Employment
Franklin

USUAL WORKING TITLE OF POSITION: ISD Human Resources Coordinator

POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR: 20005412 Human Capital Management Administrator 2

NORMAL WORKING HOURS (Explain unusual or rotating shift): 8:00 a.m. - 5:00 p.m.

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JOB DESCRIPTION AND WORKER CHARACTERISTICS

%	Job Duties in Order of Importance	Minimum Acceptable Characteristics
50	<p>Serves as Infrastructure Services Division (ISD) Human Resources (HR) Coordinator (e.g., employee relations, special events planning, & special projects): acts as HR Coordinator to division employees, managers & supervisors on all aspects of human resources (e.g., IT recruitment for highly complex technical positions, classification issues, staffing needs, definition of duties, determination of appropriate classifications for positions, workplace safety); attends division & non-division meetings on behalf of ISD Deputy & Assistant Deputy Directors; formulates & implements personnel policies & procedures & ensures adherence to state & federal personnel policies & procedures; develops & administers division work rules; conducts new employee orientation & exit interviews; makes changes to current policies to facilitate efficiency; provides assistance & analysis to managers in planning process for future staffing needs; coordinates ISD classification revisions for class plan amendments); writes position descriptions for new positions & makes changes to current ones; prepares &/or oversees preparation of personnel paperwork (e.g., Personnel Actions, Personnel Action Requests, Job Opportunity Postings); reviews job applications for ISD positions; recommends candidates to interview; develops assessments & structured interview questions in conjunction with managers; participates in structured interview; monitors & tracks employee evaluation process; evaluates internal training needs & monitors employee training data; works closely with Office of Employee Services staff on personnel issues & processes; supervises HR administrative staff.</p>	<p>Knowledge of (1) human resources management (e.g., IT recruiting, classification issues, staffing needs, payroll, definition of duties, determination of appropriate classifications for positions, workplace safety); (2) interpretation & application of collective bargaining contracts, Ohio Revised Code, Ohio Administrative Code & federal laws, rules & regulations relating to human resources issues (e.g., discipline, hiring, layoffs, grievances, settlement agreements); (3) public/human relations (4) labor relations; (5) agency/division policies & procedures*; (6) government structure & process*; (7) employee relations for large, technical division; (8) supervisory principles & techniques.</p> <p>Skill in (9) operation of personal computer & associated software (e.g., MS Office); Ability to (10) define problems, collect data, establish facts & draw valid conclusions; (11) communicate effectively in writing & verbally with technical & non-technical employees & senior management; (12) prioritize & deal with multiple issues/tasks simultaneously; (13) handle routine & sensitive contacts with employees, union representatives, other government & private business officials; (14) prepare meaningful, concise & accurate reports.</p> <p>*developed after employment</p>

POSITION NUMBER: 20006012
 JOB CODE TITLE: Management Analyst Supervisor 2
 JOB CODE: 63216
 ARD 3/16/09

List Position Numbers and Class Titles of Positions Directly Supervised:
20006014 Admin Assist 2

SIGNATURE OF AGENCY REPRESENTATIVE: *M. N. Stauffer*

DATE: 3/11/09

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ISD Human Resources Coordinator

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20005412 Human Capital Management Administrator 2

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Page 2 of 2

JOB DESCRIPTION AND WORKER CHARACTERISTICS

%	Job Duties in Order of Importance	Minimum Acceptable Characteristics
25	Advises program managers on labor relations issues: interprets & applies collective bargaining contract language, Ohio Revised Code, Ohio Administrative Code & federal laws, rules & regulations relating to labor relations issues (e.g., reprimands, suspensions, fines, grievances, settlement agreements, layoffs); provides guidance in discipline matters to managers & supervisors; prepares or monitors preparation & processing of grievance forms & documentation; acts as Step 2 designee for ISD grievance meetings; works with Employee Services Labor Relations Officer on labor issues & attends hearings	Knowledge of 1, 2, 3, 4, 5*, 6*, 7 Skill in 9 Ability to 10, 11, 12, 13, 14
25	Performs other related administrative duties as required: plans & coordinates special events & meetings; approves section expenditures & assists with section budget process; provides statistical reports for management & Deputy Director; responds to surveys & inquiries.	Knowledge of 1, 2, 3, 4, 5*, 6*, 7 Skill in 9 Ability to 10, 11, 12, 13, 14 <u>Position Specific Minimum Qualifications</u> 12 mos. exp. or 12 mos. trg. in human resources management (e.g., IT recruiting, classification issues, staffing needs, definition of duties, determination of appropriate classifications for positions; workplace safety). 12 mos. exp. or 12 mos. trg. in interpretation & application of collective bargaining contracts, Ohio Revised Code, Ohio Administrative Code & federal laws, rules & regulations related to human resources issues (e.g., discipline, hiring, grievances, settlement agreements, layoffs) *developed after employment

JOB CODE TITLE
Management Analyst Supervisor 2

JOB CODE
63216
APD 3/16/09

List Position Numbers and Class Titles of Positions Directly Supervised:
20006014 Admin Assist 2

SIGNATURE OF AGENCY REPRESENTATIVE

DATE

Debi N. Steffen 3/11/09