

# POSITION DESCRIPTION

OHIO DEPARTMENT OF ADMINISTRATIVE SERVICES

AGENCY  
Department of Administrative Services

DIVISION OR INSTITUTION  
Human Resources Division

UNIT OR OFFICE  
Deputy Director

POSITION CONTROL NUMBER  
20007.0

CLASS TITLE  
Human Resources Analyst 1

CLASS NUMBER  
64611

State Agency    County Agency    New Position    Change

County of Employment  
Franklin

USUAL WORKING TITLE OF POSITION  
HR Analyst 1

POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR  
20010.0 Administrative Assistant 4

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

Page 1 of 2

## JOB DESCRIPTION AND WORKER CHARACTERISTICS

%	Job Duties in Order of Importance	Minimum Acceptable Characteristics
50	Through on-the-job training, learns to perform one or more professional & administrative support functions to process human resources paperwork: prepares personnel actions, position descriptions, personnel authorization requests, job postings for division; ensures accuracy & completeness by proof reading personnel documents; learns to apply division rules, policies and procedures; calculates rates for promotions & reassignments; recommends to the HR Coordinator approval & disapproval of personnel paperwork; assists division HR Coordinator with clerical duties (e.g., maintains on-line division position descriptions, personnel action forms, personnel tracking log, employee performance review log & policy acknowledgment forms).	Knowledge of (1) public relations, (2) human relations, (3) office practices and procedures, (4) agency policies and procedures Civil Service laws, rules, processes, procedures, policies*; Skill in (5) operation of a personal computer (Word, Excel), photocopier, fax machine; Ability to (6) carry out instructions in written, oral or picture form; (7) add, subtract, multiply and divide whole numbers; (8) calculate fractions, decimals and percentages; (9) copy material accurately and recognize grammatical and spelling errors; (10) complete routine forms; (11) maintain accurate records, (12) gather, collate and classify information about data, people or things; (13) proof read materials, recognize errors, (14) cooperate with co-workers on group projects
35	Under general supervision: assists HR Coordinator with clerical duties: prepares typed copy (e.g., memos, letters, forms, or e-mail) from notes, drafts and/or oral instructions; types technical material (e.g., charts, graphs, forms and special projects); assists HR Coordinator with preparation & distribution of training manuals, handouts, employee records & confidential files; maintains personnel files and conference room schedule.	Knowledge of 1, 2, 3, 4* Skill in 5 Ability to 6, 7, 8 11, 12, 13, (15) copy material accurately and recognize grammatical and spelling errors.  *developed after employment

List Position Numbers and Class Titles of Positions Directly Supervised:

SIGNATURE OF AGENCY REPRESENTATIVE

DATE

*Clare N. Long*

4/19/04

App'd 04/23/04 JK

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Franklin

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HR Analyst 1

POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR  
20010.0 Administrative Assistant 4

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

### JOB DESCRIPTION AND WORKER CHARACTERISTICS

%	Job Duties in Order of Importance	Minimum Acceptable Characteristics
15	Provides basic HR information on divisional operations to employees; responds to inquiries and provides technical assistance to division staff, agency officials, general public; answers telephone, transfers calls to appropriate individual or section; greets public & directs to appropriate office or person; assists with special divisional projects (e.g., mass mailings, conferences, divisional all-hands meeting); backs up Deputy Director's executive secretary during absences.	Knowledge of 1, 2, 3, 4*; Skill in 5; Ability to 13, 14, (16) work alone on most tasks, (17) answer routine telephone inquiries from staff & public

\*developed after employment

List Position Numbers and Class Titles of Positions Directly Supervised:

SIGNATURE OF AGENCY REPRESENTATIVE

DATE

*Clare A. Long*

4/9/04

POSITION CONTROL NUMBER  
20007.0

CLASS TITLE  
Human Resources Analyst I

CLASS NUMBER  
64611

*APA 04/24/04 &*