

# POSITION DESCRIPTION

OHIO DEPARTMENT OF ADMINISTRATIVE SERVICES

AGENCY  
Department of Administrative Services

DIVISION OR INSTITUTION  
Human Resources Division

UNIT OR OFFICE  
Deputy Director's Office

POSITION CONTROL NUMBER  
20011.0

State Agency     County Agency     New Position     Change

County of Employment  
Franklin

USUAL WORKING TITLE OF POSITION  
HR Coordinator - External Interim

POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR  
20000.0 Deputy Director 6

NORMAL WORKING HOURS (Explain unusual or rotating shift)  
9:00 a.m. - 3:00 p.m.

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## JOB DESCRIPTION AND WORKER CHARACTERISTICS

%	Job Duties in Order of Importance	Minimum Acceptable Characteristics
35	Relieves Human Resources Division (HRD) Deputy Director of sensitive, confidential administrative tasks: formulates & implements work rules for HRD & develops & implements policies & procedures affecting submission & processing of personnel transactions by HRD's statewide customers; develops &/or reviews Personnel Action, Position Description & similar instructional manuals created & distributed by HRD; represents & actively participates in resolution of human resources (HR) issues involving concerns raised by state agencies, counties, state-supported colleges & universities & legislators serviced by HRD. Provides regular direction to managers on personnel issues; conducts staff meetings to discuss personnel policies & procedures; acts for Deputy Director on personnel related issues during absences.	Knowledge of (1) public/human relations; (2) Chapter 123, Ohio Administrative Code, Chapter 124 & 4117, Ohio Revised Code); (3) agency employment practices & processes)*; (4) collective bargaining contracts)*; (5) employment laws & regulations (e.g., EEO, Family Medical Leave Act, Americans With Disability Act); (6) human resources management. Skill in (7) operation of personal computer & associated software (MS Office, email). Ability to (8) define problems, collect data, establish facts & draw valid conclusions; (9) originate business letters; (10) work alone on most tasks.
35	Coordinates & carries out human resources activities for HRD: writes &/or reviews & edits position descriptions, authorization forms, job postings & related documents; analyzes position descriptions to determine if request for reasonable accommodation should be granted & if Position Specific Minimum Qualifications are appropriate. Reviews position descriptions & job postings submitted by section managers to ensure accuracy of information; develops standardized screening assessments; completes Personnel Actions & required attachments. Participates in interview process; calculates retention points & drafts rationale for layoff requests; maintains HRD's Table of Organization; operates personal computer to track personnel transactions, retrieve data & create reports. Distributes employee performance evaluations to supervisors & reviews completed documents to ensure timely response & consistency in evaluation. Reviews all requests for Step 7 increases & makes recommendation to Deputy Director in accordance with issued guidelines; monitors requests for FMLA & reasonable accommodation; trains supervisors/managers in civil service & employment law & HR procedures; assists in conducting/conducts workflow analysis & makes recommendations for improvements.	Knowledge of 1, 2*, 3*, 4*, 5*, 6 Skill in 7 Ability to 8, 9, 10, (11) interview job applicants effectively; (12) prepare meaningful, concise & accurate reports; (13) gather, collate & classify information about data, people or things; (14) calculate fractions.

\*developed after employment

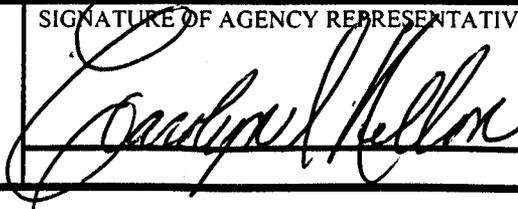
CLASS TITLE  
Administrative Assistant 4

CLASS NUMBER  
63124

List Position Numbers and Class Titles of Positions Directly Supervised:

SIGNATURE OF AGENCY REPRESENTATIVE

DATE



9/5/03

Cpd 9-17-03 CB

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State Agency     County Agency     New Position     Change

County of Employment  
Franklin

USUAL WORKING TITLE OF POSITION  
HR Coordinator - Intermittent

POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR  
20000.0 Deputy Director 6

NORMAL WORKING HOURS (Explain unusual or rotating shift)  
9:00 a.m. - 3:00 p.m.

### JOB DESCRIPTION AND WORKER CHARACTERISTICS

%	Job Duties in Order of Importance	Minimum Acceptable Characteristics
15	Conducts review of proposed changes in section/unit specific modifications of work rules & production/performance standards to ensure all employees will be equitably treated & proposed changes do not contravene agency policies & procedures, HRD work rules, computer policies, civil service laws & rules, other applicable employment laws, or collective bargaining agreements; confers with union representative &/or Department of Administrative Services (DAS) Labor Relations Officer as necessary; confers with section managers, unit supervisors & Deputy Director on best resolution of grievances, employee complaints & work related concerns; conducts pre-disciplinary hearings & accompanies Labor Relations Officer as witness in sensitive contacts with employees when requested; advises HRD Deputy Director of proposed agreements & signs on behalf of HRD Deputy Director/DAS Director; confers with HRD Deputy Director, section managers & unit supervisors regarding upcoming contract talks & prepares position papers (i.e., any cost analysis) for consideration by Deputy Director & DAS' Office of Collective Bargaining; conducts pre-disciplinary hearings within HRD.	Knowledge of 1, 2, 3*, 4*, 5, 6, (14) labor relations Skill in 7 Ability to 8, 9, 10, 12, 13
15	Chairs/sits on interagency committees addressing human resources issues; confers with Labor Relations Officer concerning transactions submitted to Office of Employee Services for processing & grievances appealed to higher step or other labor relations issues to ensure consistency in response; attends hearings, training, conferences & seminars on trends in human resources & changes in civil service & employment law; responds to verbal & written inquiries from HRD employees, supervisors & managers; responds to media inquiries channeled through DAS' Office of Communications.  Position is in unclassified service per Section 124.11(A)(29) of Ohio Revised Code & is overtime exempt.	Knowledge of 1, 2, 3*, 4*, 5, 6 Skill in 7 Ability to 8, 9, 10, 12, 13  *developed after employment

POSITION CONTROL NUMBER 20011.0  
CLASS TITLE Administrative Assistant 4  
CLASS NUMBER 63124

Appd 9-17-03 CB

List Position Numbers and Class Titles of Positions Directly Supervised:

SIGNATURE OF AGENCY REPRESENTATIVE

DATE

9/5/03