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| <b>POSITION DESCRIPTION</b>                       |  | AGENCY/DEPT ID<br>Department of Administrative Services/<br>DAS101000 |
| DIVISION OR INSTITUTION<br>Administrative Support | UNIT OR OFFICE<br>Central Service Agency | COUNTY OF EMPLOYMENT<br>Franklin                                      |

|                             |  |   |   |                                       |
|-----------------------------|--|---|---|---------------------------------------|
| POSITION NUMBER<br>20072214 | <input type="checkbox"/> Reclassification <input checked="" type="checkbox"/> New Position <input type="checkbox"/> Update   |   | Position Hyperlinked to <input type="checkbox"/><br>Agency Organizational Tree  |                                       |
|                             | USUAL WORKING TITLE OF POSITION<br>College Intern  |   | POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR<br>See Table of Organization   |                                       |
|                             | <input type="checkbox"/> Permanent<br><input checked="" type="checkbox"/> Temporary<br><input type="checkbox"/> Intermittent | <input type="checkbox"/> Classified<br><input checked="" type="checkbox"/> Unclassified<br><input type="checkbox"/> Essential | Overtime: <input checked="" type="checkbox"/> Eligible <input type="checkbox"/> Exempt<br>If FLSA Exempt, exemption type: | Bargaining Unit 98<br><br>Page 1 of 1 |
|                             | NORMAL WORKING HOURS (Explain unusual or rotating shift):<br>FROM: 8:00 a.m. TO: 4:30 p.m.                                   |   |   |                                       |

**JOB DESCRIPTION AND WORKER CHARACTERISTICS**

| %  | Job Duties in Order of Importance  | Knowledge, Skills & Abilities  |
|----|--|--|
| 80 | Under direction of Human Capital Management Manager, performs various human resources (HR) activities to support the Central Services Agency (CSA) HR team: provides assistance with variety of HR functions (e.g., works within Ohio Administrative Knowledge System (OAKS) to verify accuracy of data, assists with creating & updating Position Descriptions (PD's), runs payroll registers in OAKS, sources resumes, schedules interviews, updates & organizes personnel filing systems, updates policy & procedures, creates process manuals, assembles medical leave packets). | Knowledge of (1) business administration/human resources management; (2) public relations; (3) agency practices & procedures*; (4) customer service practices; (5) PeopleSoft.<br>Skill in (6) use of personal computer & associated hardware/software (e.g., Microsoft Office Suite, OAKS*) & Internet).<br>Ability to (7) pay close attention to detail; (8) carry out instructions in written or oral form; (9) communicate effectively, both orally & in writing; (10) ability to prioritize & deal with multiple issues/tasks simultaneously; (11) maintain accurate records. |
| 20 | Performs other related duties, as needed: works on specialist projects; provides assistance with administrative tasks.   | Knowledge of 1, 2, 3*, 4, 5<br>Skill in 6<br>Ability to 7, 8, 9, 10, 11  |
|    | Must be enrolled & attending (excluding normal breaks) an accredited college. At Appointing Authority's discretion, appointment may be extended up to 3 months from date of graduation from accredited college.  | *developed after employment  |

and attached

|   |  |  |                 |
|---|--|--|-----------------|
| JOB CODE TITLE<br>College Intern<br><br>JOB CODE<br>99940 | List Position Numbers & Job Titles of Positions Directly Supervised: | SIGNATURE OF AGENCY REPRESENTATIVE<br> | DATE<br>4-29-16 |
|---|--|--|-----------------|