

POSITION DESCRIPTION		AGENCY/DEPT ID Department of Administrative Services/ DAS101000
DIVISION OR INSTITUTION Administrative Support	UNIT OR OFFICE Office of Finance	COUNTY OF EMPLOYMENT Franklin

POSITION NUMBER 20072214	<input type="checkbox"/> Reclassification <input checked="" type="checkbox"/> New Position <input type="checkbox"/> Update		Position Hyperlinked to <input type="checkbox"/> Agency Organizational Tree	
	USUAL WORKING TITLE OF POSITION College Intern		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 <input type="checkbox"/> Essential	Overtime: <input checked="" type="checkbox"/> Eligible <input type="checkbox"/> Exempt If FLSA Exempt, exemption type:	Bargaining Unit 98 Page 1 of 1
	NORMAL WORKING HOURS (Explain unusual or rotating shift): 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. Skill in (6) use of personal computer & associated hardware/software (e.g., Microsoft Office Suite, OAKS*) & Internet). 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 Skill in 6 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.		
		List Position Numbers & Job Titles of Positions Directly Supervised:	SIGNATURE OF AGENCY REPRESENTATIVE 	
			DATE 6/10/15	
JOB CODE 99940	JOB CODE TITLE College Intern			

apd 6-10-15 al