

<h1 style="margin: 0;">POSITION DESCRIPTION</h1>	OHIO DEPARTMENT OF ADMINISTRATIVE SERVICES	AGENCY Department of Administrative Services
		DIVISION OR INSTITUTION Human Resources
		UNIT OR OFFICE Classification & Compensation

POSITION NUMBER 20072214	<input checked="" type="checkbox"/> State Agency <input type="checkbox"/> County Agency <input type="checkbox"/> New Position <input checked="" type="checkbox"/> Change	County of Employment Franklin	
	USUAL WORKING TITLE OF POSITION College Intern	POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR 20005834 (22300.0) Human Resource Manager 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	Under immediate supervision of the Administrator for Compensation and Recruitment, assists with implementation of statewide HR initiatives regarding NEOGOV (applicant tracking system) such as succession planning, classification studies, recruitment assistance, work force analysis.	Knowledge of (1) human resources; (2) human relations; (3) office practices & procedures; (4) agency policies & procedures*. Skill in (5) use of personal computer and related hardware/software (e.g., NEOGOV*, Microsoft Word, Excel, Access, PowerPoint). Ability to (6) deal with variety of variables in somewhat unfamiliar context; (7) add, subtract, multiply & divide whole numbers; (8) maintain accurate records; (9) gather, collate & classify information about data, people or things.	
25	Provides general assistance to Classification & Assessment staff: observes & learns job analysis process; conducts applicant reviews of civil service exams; assists in civil service exam development; assists in modification of classification specifications; observes Administrative Rule filing process & learns Chapter 119 Rule Filing guidelines; prepares routine correspondence such as position audit determination letters & position specific minimum qualification approval/disapproval letters from written notes &/or material; enters data into databases; creates & maintains spreadsheets; conducts research & compiles data.	Knowledge of: 1, 2, 3, 4*. Skill in: 5. Ability to: 6, 7, 8, 9.	
Position is unclassified per section 124.11(A)(12) of Ohio Revised Code.			
*developed after employment			
	List Position Numbers & Titles of Positions Directly Supervised:	SIGNATURE OF AGENCY REPRESENTATIVE 	
		DATE 4/9/2008	

APD 4-27-08

JOB CODE TITLE
College Intern
JOB CODE
99940

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	JOB DESCRIPTION AND WORKER CHARACTERISTICS			
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	20	Provides routine clerical support: copies files & other documents; scans documents & files for electronic use; opens, time-stamps, sorts & distributes incoming mail; creates, organizes & maintains files; answers telephone & routes calls to appropriate party; types address labels & envelopes for mass mailings; schedules meetings & appointments.	Knowledge of: 3, 4*. Skill in: 5. Ability to: 6, 7, 8, 9.	
	5	Performs other miscellaneous duties as assigned; attends meetings; schedules equipment maintenance (e.g., photocopier, fax machine); responds to basic inquiries from state agencies & general public.	Knowledge of: 1, 2, 3, 4*. Skill in: 5. Ability to: 6, 7, 8, 9.	
		Position is unclassified per section 124.11(A)(12) of Ohio Revised Code.	*developed after employment	
JOB CODE TITLE College Intern	List Position Numbers & Titles of Positions Directly Supervised:		SIGNATURE OF AGENCY REPRESENTATIVE 	
	JOB CODE 99940		DATE 4/9/2008	

ADD 4/28/08 (S)