

POSITION DESCRIPTION

OHIO DEPARTMENT OF ADMINISTRATIVE SERVICES

AGENCY
Department of Administrative Services

DIVISION OR INSTITUTION
Human Resources

UNIT OR OFFICE
Classification & Compensation

POSITION NUMBER
20072215

State Agency County Agency New Position Change

County of Employment
Franklin

USUAL WORKING TITLE OF POSITION
College Intern

POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR
20005836 (22302.0) Management Analyst Supervisor 2

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

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JOB DESCRIPTION AND WORKER CHARACTERISTICS

%	Job Duties in Order of Importance	Minimum Acceptable Characteristics
50	Under immediate supervision of Classification Plan Creation Manager &/or other staff, assists with implementation of newly created hiring management system (i.e., NEOGOV) (e.g., learns system structure & operation); provides employee training related to system; enters data into system; verifies data; conducts needs analysis & assists in developing improvements to system.	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. Position is unclassified per section 124.11(A)(12) of Ohio Revised Code.	Knowledge of: 1, 2, 3, 4*. Skill in: 5. Ability to: 6, 7, 8, 9. *developed after employment

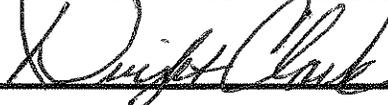
JOB CODE TITLE
College Intern

JOB CODE
99940

List Position Numbers & Titles of Positions Directly Supervised:

SIGNATURE OF AGENCY REPRESENTATIVE

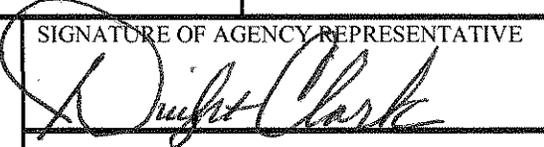
DATE



4/19/08

APD 43800000

POSITION DESCRIPTION	OHIO DEPARTMENT OF ADMINISTRATIVE SERVICES	AGENCY Department of Administrative Services
		DIVISION OR INSTITUTION Human Resources
		UNIT OR OFFICE Classification & Compensation

POSITION NUMBER 20072215	<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 20005836 (22302.0) Management Analyst Supervisor 2		
	NORMAL WORKING HOURS (Explain unusual or rotating shift) 8:00 a.m. - 5:00 p.m.			Page 2 of 2
	JOB DESCRIPTION AND WORKER CHARACTERISTICS			
	%	Job Duties in Order of Importance	Minimum Acceptable Characteristics	
	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 4/10/08	

4-28-08 [Signature]