

POSITION DESCRIPTION		AGENCY/DEPT ID Department of Administrative Services DAS301840
DIVISION OR INSTITUTION Human Resources Division	UNIT OR OFFICE Office of Organizational Development Test Development	COUNTY OF EMPLOYMENT Franklin

POSITION NUMBER 20072216 JOB CODE TITLE College Intern JOB CODE 99940	<input type="checkbox"/> Reclassification <input type="checkbox"/> New Position <input checked="" 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 20005839 (22307.0) Management Analyst Supervisor 2	
	<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 type="checkbox"/> Eligible <input checked="" type="checkbox"/> Exempt If FLSA Exempt, exemption type:	Bargaining Unit Page 1 of 2
	NORMAL WORKING HOURS (Explain unusual or rotating shift): FROM: 8:00 A.M. TO: 5:00 P.M.			
	JOB DESCRIPTION AND WORKER CHARACTERISTICS			
	%	Job Duties in Order of Importance	Knowledge, Skills & Abilities	
	50	Under immediate supervision of Test Development Manager &/or other staff, assists with implementation of newly created Ohio Hiring Management System (OHMS) (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., OHMS*, 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 Office of Test Development 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 & Job Titles of Positions Directly Supervised:		SIGNATURE OF AGENCY REPRESENTATIVE 	DATE 6/17/09

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	JOB DESCRIPTION AND WORKER CHARACTERISTICS			
%	Job Duties in Order of Importance	Knowledge, Skills & Abilities		
20	Provides routine clerical support: copies & files 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 with Business Office (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.		
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