

POSITION DESCRIPTION

OHIO DEPARTMENT OF ADMINISTRATIVE SERVICES

AGENCY
Department of Administrative Services

DIVISION OR INSTITUTION
Human Resources

UNIT OR OFFICE
Classification and Compensation

POSITION CONTROL NUMBER
22306.0

CLASS TITLE
Management Analyst Supervisor 2

CLASS NUMBER
63216

State Agency County Agency New Position Change

County of Employment
Franklin

USUAL WORKING TITLE OF POSITION
Quality Assurance Manager

POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR
22300.0, Human Resources Manager 4

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
35	<p>On behalf of the Classification & Compensation Administrator, serves as agency manager, administers policies & procedures for the position description questionnaire & position specific minimum qualification process for the state: drafts & recommends position description questionnaire & position specific minimum qualification policies & guidelines to be approved by the human resources administrator for the purposes of a more efficient operation, implementation & function of the state's classification plan & compliance with union's classification & compensation reviews; evaluates, monitors & reviews position description questionnaire & position specific minimum qualification process for compliance & efficiency purposes; determines if requested position specific minimum qualifications are legitimate; assists agencies in assessing effectiveness of the position description questionnaires & position specific minimum qualification processes; makes recommendations to agencies for improvement as needed & develops &/or presents training; determines if the position description questionnaire & position specific minimum qualifications process needs improvement to increase the quality &/or eliminate deficiencies in the process.</p> <p>This position is overtime exempt.</p>	<p>Knowledge of (1) Ohio civil service laws & rules, (2) collective bargaining provisions pertinent to classification & compensation issues, (3) Ohio classification plans for state, (4) Ohio's position allocation practices, procedures & applicable case laws, (5) Ohio job analysis methodologies, (6) position description principles, procedures, techniques & policies for processing position specific minimum qualifications*, (7) position specific minimum qualification policies & procedures*, (8) position description questionnaire principles, policies & procedures*, (9) office management, (10) research techniques, (11) employee training & development*. Ability to (12) draft & recommend position description questionnaire policies & guidelines, (13) draft & recommend position specific minimum qualification policies & guidelines, (14) use of proper research methods to collect data pertinent to classification &/or compensation matters under review, (15) comprehend technical documentation, (16) handle routine & sensitive inquiries &/or in-person contacts with human resources representatives & employees affected by proposed changes.</p> <p>*developed after employment</p>

List Position Numbers and Class Titles of Positions Directly Supervised:

SIGNATURE OF AGENCY REPRESENTATIVE

DATE

Atem A Army

9/27/04

APD 10/29/04 MR

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25	<p>Performs one or more of the following advanced human resources functions within the Office of Classification and Compensation: conducts in-depth classification & compensation reviews of union classifications as authorized by collective bargaining agreements & originates detailed & accurate report of findings; &/or reviews, researches & analyzes classification plan proposals to ensure proper completion and submission of required data, develops new and/or revises existing classification specifications, & sends draft copy to affected agency for agreement; &/or independently manages Classification and Compensation special projects (e.g., plans, develops, schedules & presents position description questionnaire & position specific minimum qualification training programs & materials; system automation projects); &/or draft and file administrative rules to comply with Chapter 119 of Ohio Revised Code; operates personal computer & office equipment to perform duties outlined above.</p>	<p>Knowledge of 1, 2, 3, 4, 5, 6*, 7*, 8*, 10, 11*, (17) Chapter 119 rule filing process*, (18) Ohio's point-factor evaluation*, (19) interviewing. Skill in (20) operation of personal computer (e.g., word processing, databases & spreadsheets), (21) office equipment (e.g., telephone, calculator, facsimile equipment & photocopier)*. Ability to 13, 14, 15, (22) create job duty & tasks statements, (23) develop content-valid minimum qualifications, (24) develop complex position papers on classification & compensation matters, (25) write business letters, (26), cooperate with co-workers on group projects.</p>
20	<p>Performs one or more of the following routine professional and administrative support human resources functions within the Office of Classification and Compensation: approves/disapproves position specific minimum qualifications; &/or independently approves/disapproves position descriptions, position description change forms; &/or conducts research and systems analysis of other existing or new classification and compensation plans; &/or conducts individual & consensus point factor evaluations to determine appropriate compensation; &/or conducts labor market surveys; &/or conducts in-house and/or onsite position audits & prepares report of findings & recommendation; &/or acts as DAS' advocate in reclassification hearings before the State Personnel Board of Review; operates personal computer & office equipment to perform duties outlined above.</p>	<p>Knowledge of 1, 2, 3, 4, 5, 6*, 7*, 8*, 10, 18*, 19, (27) administrative/adjudicative hearing process*, (28) job audit processing policies & procedures*. Skill in 20, 21*. Ability to 14, 15, 16, 22, 24, 25, 26.</p>

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15	Performs related database duties: maintains & designs all computer forms, databases & database programs for the Office of Classification & Compensation (e.g., logs; position description questionnaires; position specific minimum qualification automation); works with human resource customers (internal & external) to ensure best utilization of available resources in the development of new work systems, databases; consults with human resource customers in utilization of electronic media for business & training purposes.	Knowledge of 1, 2, 3, 4, 5, 6*, 7*, 8*, 10, 11*, 17*, 18*, 27*, 28*, (29) electronic data processing systems (e.g., programming, hardware systems, software systems, systems design & analysis). Skill in 20, 21*. Ability to 14, 15, 16, 26, (30) develop & implement in-depth database programs.
5	Performs related clerical duties: operates personal computer to type, log, enter, access &/or generate correspondence &/or various reports (e.g., job audit reports; compliance reviews; classification & compensation logs; surveys; article reviews; human resources letters; classification specifications); operates office equipment in support of daily activities (e.g., facsimile machine, photocopier); answers telephone & responds to inquiries from agency personnel, employees & general public.	Knowledge of 1, 2, 3, 4, 5, 6*, 7*, 8*, 10, 17*, 18*, 27*, 28*. Skill in 20, 21*. Ability to 16, 24, 25, 26. Position Specific Minimum Qualifications: 12 mos. trg. &/or exp. in knowledge of Ohio civil service laws & rules & collective bargaining provisions pertinent to classification & compensation & related matters; 12 mos. trg. &/or exp. using Ohio's plans for position allocation practices in order to determine appropriate classification to be assigned to positions; 12 mos. trg. &/or exp. performing job analysis. *developed after employment

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