

POSITION DESCRIPTION

OHIO DEPARTMENT OF ADMINISTRATIVE SERVICES

AGENCY
Department of Administrative Services

DIVISION OR INSTITUTION
Human Resources

UNIT OR OFFICE
Information Resources

State Agency County Agency New Position Change

County of Employment
Franklin

USUAL WORKING TITLE OF POSITION
Statewide Employee Recognition Administrator

POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR
26000.0 Human Resources Manager 4

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

JOB DESCRIPTION AND WORKER CHARACTERISTICS

%	Job Duties in Order of Importance	Minimum Acceptable Characteristics
35	<p>Serves as Statewide Employee Recognition Administrator for Department of Administrative Services (DAS), Human Resources Division (HRD): Develops, plans & reviews program rules for employee suggestion programs for statewide utilization; develops & maintains rules relating to employee suggestion awards & recognition program in Ohio Administrative Code: develops, writes & maintains policies & procedures in manuals for program coordinators, employee award catalogs, evaluator & suggestion forms & instructions; writes & maintains program websites; writes reports on program financing & statistics by providing calculations (e.g., number of suggestions submitted & implemented, monetary savings); sets goals & objectives for recognition programs; writes timelines for work assignments on projects; develops, conducts & maintains training programs for suggestion award coordinators; writes correspondence to agency directors & program coordinators; assigns, directs & reviews work of Human Resources Analysts on adopted suggestions to maintain consistency & reviews supporting documentation & data verifying savings; reviews & writes award recommendations; enters cash awards through payroll system; monitors budget; writes reports on funding & recommends & requests additional funding from controlling board with justification; resolves employee complaints or agency issues for program; conducts investigation by interviewing employees & agency personnel; chairs inter-agency committee to review award suggestion & present recommendations for approval or rejection (e.g., presents recommendation & data of cost savings); approves all expenditures for employee awards; promotes agency suggestion program on statewide basis; participates in program kickoffs & promotional rallies at agencies, develops photo displays for promotion & special events; writes promotional materials (brochures, flyers, posters). Manages all events related to the program including contracts communications, staffing & evaluation.</p>	<p>Knowledge of (1) Ohio Revised Code & Ohio Administrative Code 123:1-27 on suggestion award program & agency specific incentive programs*; (2) agency government policies & procedures*; (3) budgeting & purchasing procedures to approve expenditures; (4) public relations; (5) accounting principles to verify expenditures & purchases of employee awards; (6) human resources training & development; (7) interview employee & agency officials to resolve issues with employee recognition & other HR programs; (8) lead work providing guidance on employee recognition programs to other staff . Skill in (9) operation of personal computer & associated software (e.g., MS Office). Ability to (10) define programs, collect data, establish facts & draw valid conclusions; (11) calculate fractions, decimals & percentages, (12) use statistical analysis; (13) prepare meaningful, concise & accurate reports by using proper research methods; (14) prepare & deliver speeches; (15) gather, collate & classify information about data, people & things; (16) cooperate with co-workers on group projects; (17) handle sensitive inquiries from contacts with employees, officials & general public.</p>

POSITION CONTROL NUMBER
22404.0

CLASS TITLE
Human Resources Analyst 3

CLASS NUMBER
64613

APD 4-5-05 ME

List Position Numbers and Class Titles of Positions Directly Supervised:

SIGNATURE OF AGENCY REPRESENTATIVE

DATE

Ellen S. Neenan

02.25.05

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JOB DESCRIPTION AND WORKER CHARACTERISTICS

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35	<p>Manages variety of special projects & events for assigned units & agencies. Assists other work units & agencies with special projects as part of a team. Assists in preparing Request for Proposals (RFP's) & vendor contracts; plans & coordinates assigned division & statewide events & conferences; performs public relations functions by producing HRD employee newsletters, brochures, HRD annual reports; maintains electronic updates & web updates & other communications materials related to projects. Develops & updates employee handbooks & procedure manuals; maintains updates on HRD general events calendar & coordinates events with DAS & other agencies; develops workplace dispute resolution pilot program for DAS employees; assists other units in HRD with facilitation, strategic planning, consulting on goal setting & measurements of success; represents DAS at local & national board meetings, conference & other organization meetings to provide links with other sectors through participation in applicable organization & associations, including Ohio Award for Excellence; performs research on various HR topics & explores grant opportunities; participates in quality improvements initiatives.</p>	<p>Knowledge of 2*, 4, 6, 7, (18) researching variety of HR topics & contract procedures; (19) Ohio Revised Code & Administrative Code for HR policies & procedures*. Skill in 9. Ability to 10, 11, 12, 13, 14, 15, 16, 17.</p>
15	<p>Assists Benefits Administration in conducting wellness events, initiatives & special projects for statewide implementation; assists in planning & coordinating wellness & benefits events (e.g., health fairs, open enrollment, Healthy Ohioans Statewide Committee, National Employee Health & Fitness); assists in reviewing, revising & preparing position descriptions, job postings & related personnel actions; assists in reviewing day-to day benefits operation processes & provides recommendation for improvement.</p>	<p>Knowledge of 2*, 4, 19*, (20) Benefits Administration. Skill in 9. Ability to 10, 12, 13, 14, 15, 16, 17.</p>
15	<p>Performs other related administrative duties as assigned (e.g., facilitates meetings for interagency groups, attends training, assists with special event & conference planning); conducts research through phone, Internet, library, & surveys on various HR topics; review HR administration of compensation & other issues & incentives in other states & private sector; participates on Governor's statewide employee of the month recognition committee; acts as board officer of Employee Involvement Association to network with public entities & private sector companies on employee idea & incentive programs.</p>	<p>Knowledge of 2*, 4, 7, 10, 19*. Skill in 9. Ability to 10, 11, 12, 13, 14, 15, 16, 17. *developed after employment</p>

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ADD 4-5-05 MP

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Ellen S. Naiman

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