

POSITION DESCRIPTION

OHIO DEPARTMENT OF ADMINISTRATIVE SERVICES

AGENCY
Department of Administrative Services

DIVISION OR INSTITUTION
Human Resources

UNIT OR OFFICE
Employment Processing

State Agency County Agency New Position Change

County of Employment
Franklin

USUAL WORKING TITLE OF POSITION
Human Resources Analyst 3

POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR
24100.0 Human Resources Manager 3

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
40	<p>Acts as a lead worker: Provides on-the-job training, work direction and technical assistance to other Human Resources Analysts in assigned work unit to ensure the administration and processing of applications submitted by the public for civil service examinations. Provides work direction to ensure the proper administration of civil service examinations. Provides work direction to ensure the proper administration of proficiency examinations for state agencies. Complies with applicable civil service laws and rules, and DAS' policies and procedures. Monitors activities to identify need to retrain/apprise employees on various work procedures & policies & to recommend adjustments in workloads & work procedures. Apprises immediate supervisor of daily operations including problems/concerns with service delivery & co-workers performance & resolves discrepancies/problem transactions referred by co-workers & in response to correspondence, visits & telephone calls from personnel officers, testing customers & other government representatives.</p>	<p>Knowledge of (1) personnel administration, human resources practices/procedures customer services. (2) DAS policy/procedures* Skill (3) Personal Computer & related Software (Word Excel) & unit software for reporting, record keeping, data entry (OLEAP*, TRAC*, etc). Ability to (4) follow instructions. (5) Apply principles to solve practical, everyday problems; (6) Apply principles to define problems, collect data, establish facts & draw valid conclusions; (7) write concise, accurate letters & proofread & recognize errors & make corrections; (8) Handle sensitive issues and disagreeable customers. (9) Cooperate with co-workers on group projects; (10) Deal with problems involving several variables in familiar & unfamiliar context; (11) Add, subtract, multiply & divide whole numbers; (12) write concise accurate reports, (13) work well in groups and share responsibility for group tasks, (14) Answer routine telephone inquiries from customers or general public.</p>
20	<p>Coordinates the manning of the front desk in the reception area with Administration Support Manager. Responsible for ensuring that other Human Resources Analysts prepares the testing & reception area for business each day; coordinates with Assessment and Performance Manager regarding the release of revised and new civil service examinations and proficiency examinations. Ensures that examinations are input into TRAC software for administration.</p>	<p>Knowledge of 1, 2*. Skill in 3. Ability to 4, 5, 9, 10, 12, 13,</p>

*developed after employment

List Position Numbers and Class Titles of Positions Directly Supervised:

SIGNATURE OF AGENCY REPRESENTATIVE

DATE



5/16/06

POSITION CONTROL NUMBER
23402..0

CLASS TITLE
Human Resource Analyst 3

CLASS NUMBER
64613

APD 5/16/06 YNE

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% **JOB DESCRIPTION AND WORKER CHARACTERISTICS**

20 Coordinates and approves the scheduling of monthly civil service examinations; revising & issuing announcements for existing & new civil service examinations and registers; responsible for the mailing of announcements and registers to counties, local governments, courthouses, One Stops, Joint Vocational Schools (JVS), other state agencies and interested parties. Works with other agencies when revising and issuing agency specific announcements for examinations. Monitors, reviews and approves ordering of paper mailing labels & keeps mailing list up to date. Maintains logs, records data collection media, searches files and records to resolve issues and questions from other agencies arising from test administration.

Knowledge of 1, 2*.
Ability to 4, 5, 6, 8, 9, 10, 13, 14
Skill in 3.

10 Carries out special projects as assigned (e.g., writes training manuals for distribution to staff and other agencies when needed. Prepares and delivers formalized classroom and informal training to staff members and representatives from other state agencies to inform & update on civil service laws, rules and applicable procedures; travel to state agencies or attends meetings to provide technical assistance; writes draft copies of personnel policies and procedures or recommendations to amend rules, collective bargaining provisions and laws related to work processes for review); assists with Labor Market & Recruitment events (e.g., presenting details of the state testing program at job fairs); writes responses to and/or generates correspondence and responds to telephone inquiries.

Knowledge of 1, 2*.
Ability to 4, 5, 6, 7, 8, 9, 10, 13, 14
Skill in 3

10 Coordinates with other Human Resources Analysts to prepare correspondence regarding military credit, procedures, examination information, assist other agencies with the use of OLEAP, posting jobs on OLEAP, and procedures. Attends classes, conferences, training, and stays current with software and hardware needed to perform regular job duties. May travel and stay overnight for remote testing. May serve as monitoring assistant at remote testing sessions. Performs other related duties as assigned (e.g., ensures continuous service delivery when supervisor is absent; answers telephone in brief absence of clerical support; operates photocopier to reproduce copies of letters, forms, and reports. Operates fax machine to transmit documents as requested).

Knowledge of 1, 2*.
Ability to 4, 5, 6, 9, 10, 12, 13, 14
Skill in 3

*developed after employment

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DATE



5/11/06

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23402.0

CLASS TITLE
Human Resources Analyst 3

CLASS NUMBER
64613

APD 5/16/06 ME