100-200X

POSITION DESCRIPTION

OHIO DEPARTMENT OF ADMINISTRATIVE SERVICES

AGENCY
Department of Administrative Services

DIVISION OR INSTITUTION
Human Resources

UNIT OR OFFICE
HR Support Center

POSITION CONTROL NUMBER
23409.0

CLASS TITLE
Human Resources Analyst 2

CLASS NUMBER
64612

APD 10/18/05

☒ State Agency ☐ County Agency ☐ New Position ☒ Change

County of Employment
Franklin

USUAL WORKING TITLE OF POSITION
Human Resources Analyst 2

POSITION NO. AND TITLE OF IMMEDIATE SUPERVISON
24700.0 Human Resources Analyst Supervisor

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	Creates State and County certification lists (i.e., open-competitive reinstatement/reemployment) in accordance with the Ohio Revised Code and state and county collective bargaining agreements; independently reviews & approves/disapproves state and county Personnel Actions to ensure accurate appointments as they pertain to certification eligible lists based on applicable civil services laws, rules, policies and procedures and collective bargaining contract provisions, and follows-up on questions or problems & explains decisions to submitting decentralized agencies.	Knowledge in (1) public relations, (2) human relations, (3) office practices and procedures, (4) agency policies and procedures, Civil Service laws, rules, processes, procedures, policies*. Skill in (5) operation of personal computer and associated hardware/software (e.g., MS Word, Excel, photocopier, fax machine). Ability to (6) deal with problems involving several variables in familiar context, (7) comprehend simple sentences with common vocabulary, (8) carry out instructions in written, oral or picture form; (9) copy material accurately and recognize grammatical and spelling errors; (10) complete routine forms; (11) maintain accurate records, (12) gather, collate and classify information about data, people or things; (13) proof read materials, recognize errors, (14) cooperate with co-workers on group projects (15) understand manuals and verbal instructions, technical in nature, (16) use proper research methods in gathering data, (17) check pairs of items that are similar or dissimilar, (18) handle sensitive inquiries from & contacts with officials & general public. *developed after employment

List Position Numbers and Class Titles of Positions Directly Supervised:

SIGNATURE OF AGENCY REPRESENTATIVE: Alphena Renee Baker

DATE: 10/7/2005

100-200X

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24700.0 Human Resources Analyst Supervisor

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
30	Processes requests from appointing authorities for certification eligible lists and/or provisional authorization; issues certification eligible lists to agencies' personnel offices; checks layoff/recall lists against agencies' requests; determines which recall list (reinstatement/reemployment) is applicable, forwards highest ranking name to requesting state or county appointing authority; in absence of applicable certification eligible lists, checks returned certification eligible lists to ensure adherence to procedures outlined in Ohio Revised Code or respective collective bargaining agreement; contacts agencies' personnel concerning submission of incomplete, incorrect or tardy eligible lists.	Knowledge of 1, 2, 3,4*. Skill in 5. Ability to 6, 7, 8, 9, 11, 12, 13
20	Answers telephone, talks to visitors (e.g. applicants, employees, personnel representatives, government officials, general public, union officials) and provides information on certification processes and procedures (e.g., the rule of ten, recall rights, order of layoff recall) provide training for agencies when requested.	Knowledge of 1, 2, 3,4*. Skill in 5. Ability to 6, 7, 8, 9, 11, 12, 13, 14.
10	Creates files and maintenance certification related records by agency (e.g., layoff lists, certification eligible lists, bi-weekly statistical reports); types applicants' standings; mails out requested lists, provisional authorizations; searches files and/or archived documents for record requests; copies information for dissemination as assigned; other duties as assigned.	Knowledge of 1, 2, 3,4*. Skill in 5. Ability to 13, 14, (19) work alone on most tasks, (20) answer routine telephone inquiries from staff, agency officials & public.

*developed after employment

List Position Numbers and Class Titles of Positions Directly Supervised:

SIGNATURE OF AGENCY REPRESENTATIVE: Alphiena Prince Baker

DATE: 10/7/2005