100-200U

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
23412.0

CLASS TITLE
Human Resources Analyst 2

CLASS NUMBER
64612

☒ 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
24700.00 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	Provides direction and technical assistance on Personnel Actions, Payroll and Personnel Action Decentralization programs to Human Resource Administrators, personnel officers and payroll offices of state agencies to ensure processing of personnel transactions; complies with applicable civil service laws and rules, collective bargaining agreements and Department of Administrative Services' (DAS) policies and procedures. Reviews, evaluates, approves and disapproves Personnel Action; evaluates for accuracy, completeness; consistency and compliance with applicable civil service laws, rules, procedures and collective bargaining agreements. Affixes Director of DAS' signature to specified transactions processed. Reviews, researches and analyzes Personnel Action decentralization requests from state agencies to ensure proper completion and submission or required data and validity of requests; requests missing information and/or documentation to clarify requests. Consults with the decentralized agencies processing personnel actions and updating information on the computer. Makes changes in employee history; verifies accuracy of step rosters and takes necessary action to adjust employee records; resolves payroll discrepancies, operates personal computer (PC) to enter and retrieve employment data relative to personnel transactions being processed. Carries out special projects as assigned (e.g., assists in writing training manuals; prepares and delivers formalized classroom and informal training to initially inform and update state agencies on civil service laws, rules and applicable procedures; travels to state agencies to provide technical assistance and listen to concerns of customers).	Knowledge of (1) public relations, (2) agency policies and procedures* (e.g., PA principles, procedures, techniques and PA decentralization policies for conducting compliance reviews), (3) law (e.g., applicable civil services laws, rules and collective bargaining provisions. Skill in (4) use of personal computer & associated hardware/software (e.g., Microsoft Word, Excel, Lotus Notes CICS). Ability to (5) define problems, collect data, establish facts & draw valid conclusions; (6) gather, collect data, collate information about data; (7) use proper research methods to handle routine & sensitive inquires from and in person contacts with variety of customers; (8) cooperate with co-workers on group projects.
30	With assistance of team members conducts on-site annual compliance reviews for decentralized agencies, initiates, resolves and implements corrective action when concerns have been identified in compliance review process and relays to appropriate parties; recommends and initiates changes in policies, rules and procedures and assists in implementation; works with other analysts in monitoring PAs submitted by decentralized agencies to ensure compliance with applicable civil service laws, rules and applicable collective bargaining agreements and notes; participates as member of team in conducting compliance reviews of decentralized agencies for compliance; identifies concerns and prepares recommendations for corrective action of findings for final report.	Knowledge of 1, 2, 3. Skill in 4. Ability to 5, 6, 7, 8. *Developed after employment

List Position Numbers and Class Titles of Positions Directly Supervised:	SIGNATURE OF AGENCY REPRESENTATIVE	DATE
	Alphrem A. Prince	1/14/2005

APD- 1-27-05 - MC

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JOB DESCRIPTION AND WORKER CHARACTERISTICS

%	Job Duties in Order of Importance	Minimum Acceptable Characteristics
20	Provides technical advice and training to new and current Human Resources personnel of state agencies; serves as resource for state agency Human Resources personnel; participates in seminars and training for state Human Resources personnel and other agency staff regarding new policies and procedures; provides on-line computer training; attends meetings with Office of Collective Bargaining representative as assigned; attends staff, section, division and agency-wide meetings and training/human resources conferences as required to keep abreast of changes; provides input and/or interacts with customers. Explains personnel processes and procedures to high-ranking agency administrators.	Knowledge of 1, 2, 3. Skill in 4. Ability to 5, 6, 7, 8.
10	Calculates and verifies retention points for layoffs for state agencies: researches files, ensures accuracy of computer entries. Operates personal computer to generate correspondence and various reports (e.g., PA decentralization requests); recommends action from compliance reviews, monthly reports; creates, sends and receives e-mail and performs on-line transactions related to personnel actions and PA decentralization process. Operates photocopier, facsimile and microfiche equipment; performs other related duties (e.g., participates in mass mailings of personnel manuals; answers telephone during absence of clerical support staff as assigned). Testifies before the State Personnel Board of Review and/or Arbitrator to present testimony when subpoenaed or as assigned.	Knowledge of 1, 2, 3 (9) labor relations (e.g., administrative and arbitration hearings). Skill in 4. Ability to 5, 6, 7, 8.
		*Developed after employment

List Position Numbers and Class Titles of Positions Directly Supervised:

SIGNATURE OF AGENCY REPRESENTATIVE: Alphena D. Price

DATE: 4/14/2005