

# POSITION DESCRIPTION

OHIO DEPARTMENT OF ADMINISTRATIVE SERVICES

AGENCY  
Department of Administrative Services

DIVISION OR INSTITUTION  
Human Resources

UNIT OR OFFICE  
HR Support - OAKS

POSITION CONTROL NUMBER  
24103.0

CLASS TITLE  
Management Analyst Supervisor I

CLASS NUMBER  
63215

State Agency     County Agency     New Position     Change

County of Employment  
Franklin

USUAL WORKING TITLE OF POSITION  
OAKS Analyst-Intermittent

POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR  
21000.0 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
70	<p>Serves as project team member responsible for the implementation of the statewide Ohio Administrative Knowledge System (OAKS) sponsored by Ohio Department of Administrative Services for human resources (HR) processing. Analyzes &amp; evaluates needs of payroll programs &amp; curriculums; researches resources for future HR delivery methods &amp; systems; serves as liaison between agency coordinators; meets with project team to write test scripts to verify on line screen data &amp; processes; provides information in development of HR language and/or processes; ensures documentation for the HR testing process meets the requirements of new statewide computer system; reviews proposals; develops &amp; implements payroll processing policies &amp; procedures. Works closely with MIS contract team, Human Resources Division (HRD) HR Support staff to ensure accuracy of all HR screens in computerized payroll system before implementation. Assists in diagnosis &amp; resolution of modifications or configuration changes for possible quick solution to OAKS/HCM HR function modules affecting data process.</p>	<p>Knowledge of (1) managing large (i.e., over 800 employees) HR office; (2) state; federal, local laws &amp; regulations &amp; collective bargaining agreements relating to payroll; (3) public relations; (4) agency policies &amp; procedures for payroll preparation &amp; administration;*(5) computerized payroll system; (6) HRD HR Administration policies &amp; procedures*; (7) assessment methods. Skill in (8) operation of a personal computer &amp; associated hardware/software (e.g., MS Office, State Payroll/HR mainframe screens*); (9) proofreading &amp; recognizing errors; (10) organizing &amp; prioritizing work assignments Ability to (11) complete minutely detailed procedures; (12) advise team/employees on a number of subjects related to HR administration (e.g., state personnel action/payroll process); (13) accurately interpret laws &amp; regulations; (14) use appropriate research methods; (15) utilize logical thought processes; (16) communicate effectively in writing and verbally.</p>
30	<p>Serves as information source for project team &amp; state agencies; Meets with agency representatives to assess system &amp; testing process; provides feedback; attends required team meetings; prepares reports &amp; keeps records (e.g., testing process); maintains materials as needed. Responds to inquiries regarding payroll process; is cognizant of time lines required to meet implementation deadlines. Apprises team lead of problems &amp;/or concerns of on line screen data. Attends meetings and classes and stays current with software and hardware needed to perform testing processes. <b>Position overtime exempt &amp; Unclassified ORC 124.11 (A)(29)</b></p>	<p>Knowledge of 2, 3, 4,* 6, 7 Skill in 8, 9, 10 Ability to 11, 12, 13, 16, (17) maintain accurate records.  *developed after employment</p>

List Position Numbers and Class Titles of Positions Directly Supervised:

SIGNATURE OF AGENCY REPRESENTATIVE

DATE

*Aphena Prince Baker* 4/19/2002

APD 4/27/06 JRP