

# POSITION DESCRIPTION

OHIO DEPARTMENT OF ADMINISTRATIVE SERVICES

AGENCY  
Department of Administrative Services

DIVISION OR INSTITUTION  
Human Resources

UNIT OR OFFICE  
Support Center

State Agency     County Agency     New Position     Change

County of Employment  
Franklin

USUAL WORKING TITLE OF POSITION  
Human Resources Analyst Supervisor

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
60	Coordinates activities of Human Resources Services unit, determines application of civil service laws, rules, policies & procedures & collective bargaining contract provisions following standardized legal interpretations & supervises lower-level human resources analysts & support staff; assigns & reviews work; completes employee performance evaluation forms; recommends or authorizes leave & recommends or initiates disciplinary action; evaluates & counsels staff; determines work priorities; administers development of lists (e.g. open competitive, reinstatement/reemployment), approval/denial of personnel actions (e.g. appointments, changes, etc.) & certification of applications to departments of state & county agencies; participates in policy development; plans, develops & implements procedures for certification and state services units; enforces policies & procedures; exercises administrative approval/disapproval over appointments made in face of existing lists and pending personnel actions.	Knowledge of (1) management*; (2) supervisory principles & techniques*; (3) employee training & development; (4) civil service laws, rules & procedures specified in Ohio Revised Code, Ohio Administrative Code & collective bargaining agreements;* (5) certification rules, principles & procedures; (6) departmental & divisional rules & procedures governing processing of paperwork & workflow*; (7) interviewing; (8) human resources. Skill in (9) operation of personal computer & associated hardware/software (e.g., MS Office); Ability to (10) draft & recommend certification and personnel action policies & guidelines; (11) use proper research methods to collect data pertinent to certification and personnel action matters under review; (12) comprehend technical documentation.
25	Provides technical expertise/advice & acts as liaison for Human Resources Services Unit: meets with & assists other unit/section personnel within division, other administrative personnel & representatives from state & county agencies with matters relating to civil service testing, certification, and hiring practices; responds to inquiries & requests from applicants & general public & answers questions & resolves problems; provides training & makes presentations to agency personnel & special interest groups; provides expert testimony; attends meetings to obtain &/or provide information & represents units relative to certification and personnel issues.	Knowledge of 1*, 3, 4*, 5, 6*, (13) public relations*; (14) administrative/adjudicative hearing process*. Skill in 9; Ability to 11, 12, (15) handle routine & sensitive inquiries, complaints & contact with administrative personnel & representatives from state & county agencies; (16) apply laws, rules, policies &/or procedures applicable to inquiries & requests received involving variety of variables; (17) apply principles to determine appropriate action for resolution; (18) assess questions & provide appropriate information.
15	Plans, develops & implements Human Resources Services records systems; sets up units records maintenance programs; prepares reports & documentation.  Position is overtime exempt.	Knowledge of 4*;5;6*;8. Skill in 9. Ability to 9;10;11;16;(19) develop complex papers on certification and state services matters. <b>*developed after employment</b>

List Position Numbers and Class Titles of Positions Directly Supervised:

- 24704.0 HRA3                      -23402.0 HRA3
- 24702.0 HRA2                      -23412.0 HRA2
- 23408.0 HRA2                      -23404.0 HRA2
- 23409.0 HRA2

SIGNATURE OF AGENCY REPRESENTATIVE

DATE

*Alphrena Prince Baker*

12/1/2005

APD 12-13-05 VME

POSITION CONTROL NUMBER 24700.0  
CLASS TITLE Human Resources Analyst Supervisor  
CLASS NUMBER 64615