

# POSITION DESCRIPTION

OHIO DEPARTMENT OF ADMINISTRATIVE SERVICES

AGENCY  
Department of Administrative Services

DIVISION OR INSTITUTION  
Human Resources

UNIT OR OFFICE  
Classification/Compensation

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 SUPERVISOR  
22300.0 Human Resources Manager 4

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>Approves/disapproves position descriptions submitted by state agencies; processes Position Description Change Forms and related documents (e.g., requests to extend/delete positions within specified timeline); prepares requests for personnel data if materials were requested to be returned by customer or to denote what is necessary to process Position Description if materials could not be obtained by telephone, telephones customer to resolve concerns so PD may be processed; logs tasks and status of PD compliance review in Position Description log book; develops and delivers on-going and special Position Description to agency customers individual or group sessions.</p>	<p>Knowledge of (11a) public relations, (11b) human relations, (13a) office practices and procedures, (13b ) agency policies and procedures; Ability to (30l) define problems, collect data, establish facts and draw valid conclusions, (30m) interpret a variety of technical material in books, journals &amp; manuals, (30r) deal with many variables and determine specific action, (32o) originate business letters reflecting standard procedures, (32s) proofread technical materials, recognize errors and make corrections, (32t) use proper research methods in gathering data, (32u) prepare and deliver speeches before specialized audiences and general public, (33e) gather, collate and classify information about data, people or things, (34b) work alone on most tasks, (34f) handle sensitive inquiries from and contacts with officials and general public.</p>
25	<p>Assists higher-level Human Resources Analyst with preparation and information gathering process pertaining to the State's PD Decentralization Compliance Review procedure (e.g., gathers information, drafts reports on areas of non-compliance).</p>	<p>Knowledge of 13a, 13b*, (14) government structure and process*; Ability to 33e, 34b, 34f, (32x) develop complex reports and position papers,</p> <p>*developed after employment</p>

POSITION CONTROL NUMBER  
25310.0

CLASS TITLE  
Human Resources Analyst 2

CLASS NUMBER  
64612

Upd 3-24-03 CB

List Position Numbers and Class Titles of Positions Directly Supervised:

SIGNATURE OF AGENCY REPRESENTATIVE

DATE

*Ramona Swava*

3/12/03

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20	Reviews employee and agency requested job audit documents and prepares report of findings and recommendation of appropriate classification for review and final approval; schedules agency requested job audits, travels to audit site, when applicable; conducts interviews with employee, immediate supervisor and other parties deemed appropriate and prepares report of findings and recommendation of appropriate classification for review and final approval. Prepares response requests for job audits. Prepares response to requests for data/information related to job audits processed for the State Personnel Board of Review, employees, employers and legal representatives as appropriate; <del>may</del> acts as representative before the State Personnel Board of Review for reclassification appeals stemming from job audits, to include drafting motions and objection to ensure compliance with schedule.	Knowledge of 11a, 13a, 13b*, (16) interviewing techniques, Ability to (32h) read simple sentences with common vocabulary, (32i) comprehend simple sentences with common vocabulary, 33e, 34f, 30l
15	Operates personal computer to generate correspondence and various reports (e.g., job audit, reports, and compliance review reports).	Skill in (29) operation of a personal computer.  *developed after employment

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*Pamela Saraya*

3/12/03