

# POSITION DESCRIPTION

OHIO DEPARTMENT OF ADMINISTRATIVE SERVICES

AGENCY  
Department of Administrative Services

DIVISION OR INSTITUTION  
Administrative Support

UNIT OR OFFICE  
Office of Employee Services

POSITION NUMBER  
20072243

State Agency    County Agency    New Position    Change

County of Employment  
Franklin

USUAL WORKING TITLE OF POSITION  
College Intern

POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR  
20005412 Human Capital Management Administrator 2

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	Assists Department of Administrative Services (DAS) Labor Relations Officer & EEO Officer: responds to grievances that may arise out of promotional & appointment selections (e.g., schedule step 3 grievance meetings; proofreads official communications for spelling & grammar; assists in research of contract &/or legal issues using internet, books, periodicals, &/or manuals); transcribes written responses; assigns numbers to grievances & enter into database; records disciplinary actions & maintain in database; maintains records for financial disclosure filing & track compliance; assists in gathering information for public records requests; assemble training materials; coordinate training schedules; schedules training facilities; notify training attendees; record & process training attendance lists and evaluations.	Knowledge of (1) public relations; (2) labor relations; (3) EEO processes and procedures; (4) customer service practices; (5) office practices & procedures; (6) agency policies & procedures*; (7) government structure & process*. Skill in (8) operation of a personal computer & related software (e.g., MS Word, Excel, PowerPoint). Ability to (9) define problems, collect data, establish facts, draw valid conclusions; (10) gather, collate & classify information about data, people or things; (11) write standard business correspondence, reports & memorandums & like documents; (12) pay attention to detail; (13) carry out instructions in written or oral form; (14) prepares meaningful, concise & accurate reports; (15) use proper research methods to gather data.
40	Provides general assistance to & receives direction from Office of Employee Services (OES) program managers: may assist with & monitor status of Special Projects (e.g., tracking hiring processes; performance evaluation due dates; type correspondence).	Knowledge of 1, 4, 5, 6*, 7*. Skill in 8 Ability to 9, 10, 11, 12, 13, 14, 15
20	Serves as back-up & provides for front desk as requested. (e.g., time stamp, sorts & distributes incoming mail, download job applications, assist with charitable campaigns; prepares letters responding to applicants).	Knowledge of 1, 4, 5, 6*, 7. Skill in 8 Ability to 12, 13.
Unclassified per 124.11(A) (9) of Ohio Revised Code.		*developed after employment

JOB CODE TITLE  
College Intern

ADD 7-2-08

JOB CODE  
99940

List Position Numbers and Class Titles of Positions Directly Supervised:

SIGNATURE OF AGENCY REPRESENTATIVE

DATE

*Alan M. Shaffer*

6/16/08