

POSITION DESCRIPTION

OHIO DEPARTMENT OF ADMINISTRATIVE SERVICES

AGENCY
Department of Administrative Services

DIVISION OR INSTITUTION
Human Resources

UNIT OR OFFICE
Office of Compensation & Recruitment
Recruitment/Talent Acquisition Unit

POSITION NUMBER
20005909 (24606.0)

JOB CODE TITLE
Human Resources Analyst 2

JOB CODE
64612

State Agency County Agency New Position Change County of Employment
Franklin

USUAL WORKING TITLE OF POSITION: Recruiter POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR: 20005834 (22300.0) Human Resources Manager 4

NORMAL WORKING HOURS (Explain unusual or rotating shift): 8:00 a.m. - 5:00 p.m. Page 1 of 2

JOB DESCRIPTION AND WORKER CHARACTERISTICS

%	Job Duties in Order of Importance	Minimum Acceptable Characteristics
85	<p>Under general direction from management, plans, directs & coordinates customized recruitment outreach effort & related strategies for assigned client agencies; takes job orders from agencies & asks appropriate questions to determine customers' recruitment needs; pre-screens applications to verify information provided to insure quality of referrals & notifies applicants whenever referral has been made on their behalf; assesses applications & resumes received electronically & categorizes them into targeted components of program via applicant tracking module; interviews candidates to evaluate their technical qualifications for assignments; conducts candidate reference checks, utilizes various recruiting tools & methods to fill job orders rapidly with qualified contract employees; supplies high demand employees &/or recruitment information as needed; maintains & updates computer database with skill code information.</p>	<p>Knowledge of: (1) public relations (e.g., protocol for agency contacts); (2) agency policies & procedures (i.e., DAS, HRD/Centralized Recruitment policies & procedures)*; (3) interviewing (i.e., solicitation of standard information on one-on-one situations involving interpretation & evaluation of response); (4) communications; (5) government structure (i.e., Ohio Revised Code)*. Skill in: (6) use of personal computer & related hardware & software (i.e., word processing/Microsoft Office). Ability to: (7) define problems, collect data, establish facts & draw valid conclusions; (8) calculate fractions, decimals & percentages; (9) use statistical analysis; (10) prepare meaningful, concise & accurate reports; (11) use proper research methods in gathering data; (12) cooperate with co-workers on group projects; (13) handle sensitive inquiries from & contacts with officials & general public.</p> <p>*developed after employment</p>

List Position Numbers and Titles of Positions Directly Supervised:

SIGNATURE OF AGENCY REPRESENTATIVE: *John A. Cude* DATE: 6/20/08

