

# POSITION DESCRIPTION

OHIO DEPARTMENT OF ADMINISTRATIVE SERVICES

AGENCY  
Department of Administrative Services

DIVISION OR INSTITUTION  
Human Resources

UNIT OR OFFICE  
Compensation & Recruitment  
County HR Services

State Agency     County Agency     New Position     Change

County of Employment  
Franklin

USUAL WORKING TITLE OF POSITION  
Human Resource Analyst 2

POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR  
20005915 (25100.0) Human Resource Analyst Supervisor

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	Conducts compliance reviews of county personnel departments to ensure compliance with applicable civil service laws & rules/regulations & collective bargaining agreements; generates & issues report of findings & recommendations to resolve identified concerns; approves, disapproves & processes related employment transactions (e.g. request for unclassified exemptions; calculate retention points for layoffs.	Knowledge of: (1) public relations; (2) human resources (3) office practices & procedures; (4) DAS policies & procedures related to processing personnel actions, position descriptions & job audits*; (5) Ohio Revised Code, Ohio Administrative Code & applicable collective bargaining laws*. Skill in: (6) use of personal computer including applicable hardware & software (e.g., Microsoft Word, Excel, OHMS, PeopleSoft, COGNOS, PS Query) Ability to: (7) proofreading & recognizing errors; (8) organizing & prioritizing work assignments, (9) accurately interpret laws & regulations; (10) use appropriate research methods; (11) utilize logical thought processes; (12) communicate effectively in writing and verbally.  *developed after employment

POSITION NUMBER  
20005918 (25310.0)

JOB CODE TITLE  
Human Resource Analyst 2

JOB CODE  
64612

List Position Numbers & Titles of Positions Directly Supervised:

SIGNATURE OF AGENCY REPRESENTATIVE

DATE

*Sharon Stevens*

6/25/08

ARD 2-9-08

# POSITION DESCRIPTION

OHIO DEPARTMENT OF ADMINISTRATIVE SERVICES

AGENCY  
Department of Administrative Services

DIVISION OR INSTITUTION  
Human Resources

UNIT OR OFFICE  
Compensation & Recruitment  
County HR Services

State Agency     County Agency     New Position     Change

County of Employment  
Franklin

POSITION NUMBER  
20005918 (25310.0)

USUAL WORKING TITLE OF POSITION  
Human Resource Analyst 2

POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR  
20005915 (25100.0) Human Resource Analyst Supervisor

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

Page 2 of 3

## JOB DESCRIPTION AND WORKER CHARACTERISTICS

%	Job Duties in Order of Importance	Minimum Acceptable Characteristics
35	<p>Performs related administrative duties: provides technical advice, assistance &amp; training to human resources personnel regarding civil service laws, rules, policies, &amp; procedures &amp; practices (e.g. classification principles); drafts &amp; prepares human resources correspondence &amp; reports (e.g., job audit reports, motions &amp; objections to ensure compliance with classifications principles, corrective action plans, compliance review reports); acts as consultant to county services agencies in assessing effectiveness of their human resources programs &amp; policies; make recommendations for improvement as needed; meets with representatives of county services agencies (e.g., directors, personnel officers or administrators, attorneys &amp; employees) to provide advice or technical assistance regarding human resources matters; presents training programs for county agencies to encourage procedural improvement; provides technical personnel support for supervisor, administrator &amp; other staff; reviews, evaluates &amp; develops technical documentation; conducts desk &amp; field audits &amp; submits reports of recommendations as to appropriate classification; participates on special projects with other technical staff; maintain operational &amp; agency related records &amp; prepares reports for unit/section use (e.g., job audit reports, compliance reviews, surveys, classification reviews, human resources letters, classification specifications); compiles data to quantify &amp; document work progress &amp; to submit reports on periodic basis; develops special correspondence &amp; reports on assigned projects; maintains logs to facilitate documentation tracking; searches computerized records to obtain information or documentation; performs related clerical tasks in completion of assigned duties; answers telephone &amp; responds to inquiries from agency personnel, employees &amp; general public on routine matters; operates office equipment in support of daily activities (e.g., facsimile machine, photocopier); files documents; classification specifications &amp; other data on a continuous basis.</p>	<p>Knowledge of: 2, 3, 4*, 5*. Skill in : 6. Ability to: 7, 8, 9, 10, 11, 12, (13) maintain accurate records; (14) prepare &amp; deliver speeches before specialized audiences; (15) prepare meaningful, accurate reports; (16) handle sensitive inquiries from &amp; contacts with government officials.</p> <p>*developed after employment</p>

JOB CODE TITLE  
Human Resource Analyst 2

JOB CODE  
64612

List Position Numbers & Titles of Positions Directly Supervised:

SIGNATURE OF AGENCY REPRESENTATIVE

DATE

*Sharon Stevens*

6/25/08

APD 7-9-08

# POSITION DESCRIPTION

OHIO DEPARTMENT OF ADMINISTRATIVE SERVICES

AGENCY  
Department of Administrative Services

DIVISION OR INSTITUTION  
Human Resources

UNIT OR OFFICE  
Compensation & Recruitment  
County HR Services

POSITION NUMBER  
20005918 (25310.0)

State Agency     County Agency     New Position     Change

County of Employment  
Franklin

USUAL WORKING TITLE OF POSITION  
Human Resource Analyst 2

POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR  
20005915 (25100.0) Human Resource Analyst Supervisor

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
15	Reviews applications submitted by public for civil service examinations, to assess applicant qualifications; perform routine clerical tasks (e.g., opens, sorts, stamps & photocopies application materials as needed).	Knowledge of: 2, 3, 4* Skill in: 6 Ability to: 7, 8, 9, 10, 11, 12, 15
10	Assists Office of Classification & Assessment with developing civil service examinations for both state & county entities; performs job analysis; creates items & enters into item bank; assist with test administration as necessary; performs test reviews (e.g., hand grades examinations, schedules appointments with test takes, ensures test security; works with higher level human resource analyst to complete compliance reviews for state agencies (e.g., attends on-site compliance audits; reviews position descriptions to assess degree & quality of compliance with applicable civil service laws, rules, policies & procedures; prepares report of findings & recommendations for improvement & corrective action; & monitors follow-up); learns Ohio Hiring Management System (OHMS) system & assists with help desk; attends appropriate training.	Knowledge of: (17) agency policies & procedures (e.g., civil service test policies/procedures, compliance review policies/procedures) federal human resources & testing laws*. Skill in: (18) written & verbal communication. Ability to: (19) research & evaluate many variables & determine specific action: define problems, collect data, establish facts & draw valid conclusions; (20) gather, collate & classify information about data, people or things.

\*developed after employment

JOB CODE TITLE  
Human Resource Analyst 2

JOB CODE  
64612

List Position Numbers & Titles of Positions Directly Supervised:

SIGNATURE OF AGENCY REPRESENTATIVE  
*Sharon Stowers*

DATE  
*4/25/08*

*APD 7-9-08 [Signature]*