

# POSITION DESCRIPTION

OHIO DEPARTMENT OF ADMINISTRATIVE SERVICES

AGENCY  
Department of Administrative Services

DIVISION OR INSTITUTION  
Human Resources Division

UNIT OR OFFICE  
Office of Compensation & Recruitment Classification & Assessment Unit

State Agency     County Agency     New Position     Change

County of Employment  
Franklin

USUAL WORKING TITLE OF POSITION  
Senior HR Analyst

POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR  
20005839 (22307.0) Management Analyst Supervisor 2

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

POSITION NUMBER  
20005905 (24406.0)

JOB CODE TITLE  
Human Resources Analyst 3

JOB CODE  
64613

%	Job Duties in Order of Importance	Minimum Acceptable Characteristics
70	<p>Performs multiple advanced human resources (HR) tasks: develops &amp; implements state-wide policy for test development &amp; administration; works with supervisor to develop testing decentralization policy including process for auditing agencies' testing procedures; develops &amp; implements cheating/fraud policy; develops &amp; implements policy for computer-based testing; provides consulting services by assisting state agencies in assessing effectiveness of testing programs &amp; policies; develops, plans/makes recommendations for improvements as needed; provides testing services; develops proficiency &amp; tests to determine qualifications, education, &amp; experience per the union contracts for agencies; advises agencies on how to create &amp; administer these examinations; conducts job analysis (e.g. WRIPAC, quick job analysis, PDQ analysis), balanced by demographic considerations to assess essential functions of classifications/job in order to create proficiency instruments, civil service examinations, &amp; classifications resulting from union 36.05 reviews &amp; agency requests; determines knowledge, skills, abilities, &amp; competencies to perform essential tasks; creates &amp; presents job analysis &amp; testing training for those administering &amp; creating tests; travels throughout state to perform on site review of test development; develops civil service tests based on sound job analysis techniques; evaluates test responses to determine statistical trends &amp; adverse impact; modifies tests based on sound HR &amp; testing practices; utilizes Ohio Administrative Knowledge System (OAKS) (e.g. COGNOS reporting); utilizes testing database to obtain data to identify trends, produce HR statistical &amp; management related reports (e.g., turnover reports, wage trends, demographic changes); prepares/presents reports; makes presentations to groups of various sizes &amp; all levels of management.</p>	<p>Knowledge of: (1) agency policies &amp; procedures (e.g. proficiency &amp; civil service test policies/procedures, job analysis, test development)*; (2) state laws &amp; regulations (e.g., Ohio Revised Code, Ohio Administrative Code &amp; bargaining unit contracts)*; (3) federal human resources &amp; testing laws (e.g., Uniform Guidelines of 1978, Americans with Disabilities Act); (4) interviewing techniques; (5) training; (6) human relations; (7) statistics; (8) labor relations. Skill in: (9) use of personal computer including hardware &amp; software (e.g., Microsoft Word, Excel, Access, PowerPoint, Internet, testing software, PeopleSoft). Ability to: (10) produce written communications; (11) research &amp; evaluate many variables &amp; determine specific action; (12) define problems, collect data, establish facts &amp; draw valid conclusions; (13) prepare &amp; deliver speeches before specialized audiences; (14) gather, collate &amp; classify information about data, people or things.</p> <p>*Developed after employment.</p>

List Position Numbers and Titles of Positions Directly Supervised:

SIGNATURE OF AGENCY REPRESENTATIVE  
*Quica M. Sawyer*

DATE  
6/19/08

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Human Resources Analyst 3

JOB CODE  
64613

%	Job Duties in Order of Importance	Minimum Acceptable Characteristics
20	Performs multiple advanced HR tasks; assists supervisor in carrying out both labor relations/collective bargaining & advanced HR activities (e.g., in-depth 36.05 classification reviews, classification grievances including working out of classification (WOC) grievances, job audits & State Personnel Board of Review cases); evaluates classification issues advanced by union; negotiates settlement with union as appropriate & based on management approval; reviews laws & legislation related to programs & applies knowledge to address requests or develops recommendations; independently answers complex &/or confidential correspondence; conducts job analysis, identifies essential functions, compensable factors & significance of tasks; identifies classification trends & potential union & management concerns; evaluates jobs to determine appropriate classification; approves position specific minimum qualifications; develops understanding of agency classification/compensation needs in order to pro-actively manage classification plan (e.g. identifies need to modify classifications to match needs, changes series distinctions, evaluates compensable factors for pay level adjustment); develops business partnership with agency HR team for assigned areas to provide HR enabling support to business unit to create high performing operation with positive culture; provides expert consultation of relevant human capital concerns & champions HR initiatives in concert with strategic direction of Human Resource Division; works with managers & Human Capital Management (HCM) staff to evaluate jobs, employee utilization trends & restructuring to gain understanding of classification needs & formulates plan of action; prepares or reviews classification proposals; conducts in-depth classification reviews of both exempt & bargaining unit classifications; leads/assists with focus groups of subject matter experts to evaluate & shape recommendation; presents findings to various levels of management including senior leadership; participates in negotiations &/or discussions with union including 36.05 subcommittee meetings; provides training to agency personnel; identifies best practices.	Knowledge of: 1*; 2*; 3*; 6, 7, 8; (16) Management. Skill in: 9. Ability to: 12, 13, 14, 15.
10	Performs other related duties as assigned: attends meetings; assists with software deployment (e.g., OAKS); performs test reviews; creates correspondence to respond to letters from government leadership &/or other constituents; researches classification specifications, labor market & other relevant information as needed; conducts special training as assigned.	Knowledge of: 1*; 2*; 6; 7 Skill in: 9. Ability to: 12, 13, 14, 15.  Unusual Working Conditions: Travels throughout state to perform job analysis, on-site reviews, &/or audits as needed.

List Position Numbers and Titles of Positions Directly Supervised:

SIGNATURE OF AGENCY REPRESENTATIVE

DATE

*Kevin M. Taylor*

6/19/08

*APD*