

# POSITION DESCRIPTION

OHIO DEPARTMENT OF ADMINISTRATIVE SERVICES

AGENCY  
Department of Administrative Services

DIVISION OR INSTITUTION  
Human Resources

UNIT OR OFFICE  
HR Support

POSITION NUMBER  
20005892 (23413.0)

State Agency     County Agency     New Position     Change

County of Employment  
Franklin

USUAL WORKING TITLE OF POSITION  
HR Analyst 2

POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR  
20005912 (24700.0) Human Resource Analyst Supervisor

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

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## JOB DESCRIPTION AND WORKER CHARACTERISTICS

JOB CODE TITLE  
Human Resource Analyst 2

%	Job Duties in Order of Importance	Minimum Acceptable Characteristics
55	<p>Provides direction &amp; technical assistance on Prior Service Personnel Actions, to Human Resource Administrators, personnel officers &amp; payroll officers of state agencies to ensure proper processing: complies with applicable civil service laws &amp; rules, collective bargaining agreements &amp; Department of Administrative Services' (DAS) policies &amp; procedures. Reviews, evaluates, approves &amp; disapproves Personnel Actions: evaluates for accuracy, completeness, consistency &amp; compliance with applicable civil service laws, rules, procedures &amp; collective bargaining agreements; review &amp; approves/disapproves state Personnel Actions to ensure accurate calculation of prior service for all state employees; follows- up on questions or problems &amp; explains decisions to submitting agencies, research files, ensures accuracy of computer entries.</p>	<p>Knowledge of (1) public relations, (2) agency policies and procedures* (e.g., PA principles, procedures, techniques and PA decentralization policies for conducting compliance reviews), (3) law (e.g., applicable civil services laws, rules and collective bargaining provisions. Skill in (4) use of personal computer &amp; associated hardware/software (e.g., Microsoft Word, Excel, Lotus Notes CICS). Ability to (5) define problems, collect data, establish facts &amp; draw valid conclusions; (6) gather, collect data, collate information about data; (7) use proper research methods to handle routine &amp; sensitive inquires from and in person contacts with variety of customers, (8) gather, collect data, collate information about data</p>
20	<p>Provides direction &amp; technical assistance on Personnel Actions, Payroll &amp; Certification to Human Resource Administrators, personnel officers &amp; payroll officers of state agencies to ensure processing of personnel transactions: complies with applicable civil service laws &amp; rules, collective bargaining agreements &amp; Department of Administrative Services' (DAS) policies &amp; procedures. Reviews, evaluates, approves &amp; disapproves Personnel Actions: evaluates for accuracy, completeness, consistency &amp; compliance with applicable civil service laws, rules, procedures &amp; collective bargaining agreements; independently review &amp; approves/disapproves state Personnel Actions to ensure accurate appointments as they pertain to certification eligible lists based on applicable civil services laws, rules, policies, &amp; procedures &amp; collective bargaining contract provisions, &amp; follows- up on questions or problems &amp; explains decisions to submitting decentralized agencies. Affixes director of DAS' signature to specified transactions processed. Consults with the decentralized agencies processing personnel actions &amp; updating information on the computer. Makes changes in employee history: verifies accuracy of step rosters &amp; takes necessary action to adjust employee records; resolves payroll discrepancies, operates personal computer (PC) to enter &amp; retrieve employment data relative to personnel transactions being processed. Calculate &amp; verifies retention points for layoffs for state agencies: research files, ensures accuracy of computer entries.</p>	<p>Knowledge of: 1, 2, 3 (9) office practices &amp; procedures. Skill in: 4 Ability to: 5, 6, 7, 8 (10) deal with problems involving several variables in familiar context.</p> <p>*developed after employment</p>

JOB CODE  
64612

List Position Numbers and Class Titles of Positions Directly Supervised:

SIGNATURE OF AGENCY REPRESENTATIVE

DATE

*Angela J Turner*

6/15/07

APD 6-27-07 (DAS)

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15	Works with other analysts in monitoring PAs submitted by decentralized agencies to ensure compliance with applicable civil service laws, rules & applicable collective bargaining agreements & notes; participates as member of team in conducting compliance reviews of decentralized agencies for compliance. Provides technical advice & training to new & current Human Resources personnel of state agencies: serves as resource for state agency Human Resources Personnel; participates in seminars & training for state Human Resources personnel & other agency staff regarding new policies & procedures; provides on-line computer training; attends meetings with Office of Collective Bargaining representative as assigned; attends staff, section, division & agency-wide meetings & training/human resources conferences as required to keep abreast of changes; provides input &/or interacts with customers. Explains personnel processes & procedures to high-ranking agency administrators.	Knowledge of: 1, 2, 3, 9 Skill in: 4 Ability to: 5, 6, 7, 8, 10 (11) cooperate with co-workers on group projects; (12) comprehend simple sentences with common vocabulary, (13) copy material accurately & recognize grammatical & spelling errors, (14) understand manuals & verbal instructions, technical in nature, (15) check pairs of items that are similar or dissimilar.
5	Carries out special projects as assigned (e.g., assists in writing training manuals; prepares and delivers formalized classroom and informal training to initially inform and update state agencies on civil service laws, rules and applicable procedures; travels to state agencies to provide technical assistance and listen to concerns of customers).	Knowledge of: 1, 2, 3 Skill in: 4 Ability to: 5, 6, 7, 8, 10, 11, 12, 13, 14
5	Answers telephone, talks to visitors (e.g., applicants, employees, personnel representatives, governmental officials, general public, union officials); Opens, stamps and sorts incoming mail; Mails out requested lists, provisional authorizations. Performs other related duties.	Knowledge of: 1, 2, 3, 9 Skill in: 4 Ability to: 5, 6, 7, 8, 10, 11, 12, 13, 14, 15, (16) work alone on most tasks.  *developed after employment

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SIGNATURE OF AGENCY REPRESENTATIVE

DATE

*Angela J. Turner*

6/15/07