



CLASSIFICATION SPECIFICATION

CLASS NUMBER 10221

HUMAN RESOURCES OFFICER 1

OHIO COUNTY DEPARTMENTS OF JOB AND FAMILY SERVICES

EFFECTIVE

MAY 5, 2002

The duties are arranged in order of importance. However, the specific duties and the frequencies listed may vary across counties depending on such factors as the number of other incumbents within this job classification, related classifications, and/or the size of the CDJFS. Therefore, a Human Resources Officer 1 may not perform all of the duties listed. However, performance of the first (I) duty a minimum of 20% of the time is mandatory for this classification.



Summary of Essential Duties

The primary purpose of the Human Resources Officer 1 position is to prepare and process the agency's payroll. The incumbent also maintains personnel records of the agency employees, advises agency employees regarding human resources related issues, as well as, recruits, screens, interviews and recommends the selection of job applicants.

Duties

Frequency: 70% +/- 15%

- I. Prepares and processes the agency's payroll AND maintains personnel records of agency employees (e.g., salary information, job information, changes in personnel history).

Frequency: 10% +/- 5%

- II. Serves as Random Moments Survey (RMS) Coordinator.

Frequency: 10% +/- 5%

- III. Advises employees regarding human resources related issues/problems they have.

Frequency: 5% +/- 2%

- IV. Recruits, screens, interviews and recommends the selection of job applicants.

Frequency: 5% +/- 3%

- V. Attends meetings and serves on committees concerning human resources/management issues.



**KSA'S FOR THE
JOB CLASSIFICATION OF
HUMAN RESOURCES OFFICER 1**

DUTY	KNOWLEDGE	SKILLS	ABILITIES
I	Typing principles; Computer operations; Agency computer systems (e.g. CRIS- E); Agency payroll computer system; Office practices and procedures; Administrative practices; Payroll functions and practices; Intermediate mathematical operations (e.g., calculate pay amounts and deductions); Personnel records/files (e.g., salary information, personnel actions, job information); Personnel guidelines, policies, practices, rules and regulations; Employee benefits; Insurance plans for employees; Employee transfer procedures; Employee time sheets; Travel expense procedures; Position descriptions; Payroll related forms (e.g., sick slips, compensatory time slips and unit time sheets); Personnel practices; Filing practices.	Performing Intermediate mathematical operations; Performing computer operations; Typing; Writing; Organization.	Work with others; Perform intermediate mathematical operations (e.g., calculate pay amounts and deductions); Answer routine questions concerning payroll; Maintain accurate records; Complete forms (e.g., sick, vacation, compensatory slips and unit time sheets); Enter payroll information on work sheet and log; Distribute pay checks; Type; Perform computer operations; Answer questions regarding benefits, insurance, compensatory time, sick leave and vacations; Receive, process and file employee transfers; Set up personnel files for new employees; Prepare and process personnel actions; Write job descriptions; Review and make revisions to step grade roster (e.g., calculate raises); Perform mathematical operations (e.g., calculate raises); Review and complete returned personnel forms; Track insurance plans; Maintain accurate records (e.g., employee time sheets); Track sick, vacation and compensatory time; Type correspondence and reports for Director; Use Agency computer systems (e.g., CRIS- E); Enter payroll information into computer system; Deliver payroll log sheet to County Auditor's office.
II	Random Moment Survey (RMS) procedures; Agency computer system; Office practices and procedures; Administrative practices; ODHS employee list roster.	Organization; Performing computer operations.	Perform computer operations; Use Agency computer to enter information; Maintain accurate records; Distribute, collect and enter RMS information; Coordinate RMS program; Transfer quarterly data to disk and send it to RMS unit in Columbus; Delete or add employees on ODHS roster.
III	Personnel policies, procedures and guidelines; Ohio Civil Service laws and procedures; Workers compensation; Social security; Disability; Federal, State and Local equal employment laws.	Advising; Organization; Oral communication.	Advising others; Interpret policies and procedures; Answer questions regarding personnel issues/problems (e.g., workers compensation, social security, disability, personnel laws, policies and guidelines); Work with others; Research Civil Service rules and procedures; Give or exchange facts and information; Extract information from various sources; Read and comprehend technical material (e.g., personnel guidelines and employment laws); Listen for problems and provide responses or explanations.



IV	Office practices and procedures; Job recruiting and screening practices; Administrative practices; Certification policies; Reference checks; Orientation practices for new employees; Office rules and policies; Agency pay system and benefits; Employment testing.	Oral communication; Organization; Public speaking.	Work with others; Place notices of openings; Recruit from within and outside of Agency; Set up interviews with Director and unit Supervisor; Check references; Orient new employees (e.g., explain pay, benefits, rules and policies); Notify applicants of employment decisions made; Notify employees when testing is offered; Give or exchange facts and information.
V	Agency meetings; Administrative practices; Personnel policies, procedures and problems.	Reading comprehension; Oral communication; Public speaking; Listening; Organization.	Listen and comprehend information presented at meetings; Work with others; Comprehend written material; Participate in meetings; Serve on committees.



Minimum Qualifications

- Completion of two years technical training in personnel practices, human relations, labor studies, public administration or similar field. Also requires one year of experience in a human resources environment.
- Or two courses or twelve months experience in business mathematics, one course or six months experience in typing or keyboarding, one course or six months experience in office practices and procedures, one course or six months experience in word processing, one course or six months experience in human resource management, and one course or six months experience in labor relations. Also requires one year of experience in a human resources environment.

Or education, training and/or experience in an amount equal to the Minimum Qualifications stated above.

Unusual Working Conditions/Hazards

The position requires no unusual effort. The work is mostly sedentary. The incumbent works in an office setting where the probability of injuries is low. Normal safety precautions such as avoiding trips and falls are required.