

POSITION DESCRIPTION		AGENCY/DEPT ID Department of Administrative Services DAS102100
DIVISION OR INSTITUTION Administrative Support	UNIT OR OFFICE Office of Employee Services	COUNTY OF EMPLOYMENT Franklin

POSITION NUMBER 20005420 JOB CODE TITLE Human Capital Management Analyst JOB CODE APD 6-9-1000A 64612	<input type="checkbox"/> Reclassification <input type="checkbox"/> New Position <input checked="" type="checkbox"/> Update		Position Hyperlinked to <input type="checkbox"/> Agency Organizational Tree	
	USUAL WORKING TITLE OF POSITION HCM Analyst		POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR 20005421 Human Capital Management Manager	
	<input checked="" type="checkbox"/> Permanent <input type="checkbox"/> Temporary <input type="checkbox"/> Intermittent	<input checked="" type="checkbox"/> Classified <input type="checkbox"/> Unclassified <input type="checkbox"/> Essential	Overtime: <input checked="" type="checkbox"/> Eligible <input type="checkbox"/> Exempt If FLSA Exempt, exemption type:	Bargaining Unit 22 PR 10 Page 1 of 2
	NORMAL WORKING HOURS (Explain unusual or rotating shift): FROM: 8:00 a.m. TO: 5:00 p.m.			
	JOB DESCRIPTION AND WORKER CHARACTERISTICS			
%	Job Duties in Order of Importance	Knowledge, Skills & Abilities		
60	Performs various human resources functions for Department of Administrative Services (DAS): creates job analysis documents & conducts meeting; receives & logs requests for action on position descriptions (PDs); scans, uploads & maintains PDs on Office of Employee Services (OES) website; requests & processes certification lists (e.g., obtains recall/reemployment & certification lists from Human Resources Division, reviews lists for accuracy, returns lists with action noted, answers inquiries regarding certification); oversees job posting process [e.g., utilizes Ohio Hiring Management System (OHMS); monitors posting deadlines & forwards applications to HR Consultant; prepares & places advertisements via newspapers, magazines & Internet; processes, sorts & logs mailed & faxed applications]; assists with selection process (e.g., screens applications for minimum qualifications; schedules proficiency exams & interviews; may notify selected candidates of acceptance); conducts pre-hire meeting (e.g., performs reference checks; coordinates background checks & drug screening); creates & processes PA's utilizing Ohio Administrative Knowledge System (OAKS), Human Capital Management (HCM) module, in accordance with HRD Process Manual & Decentralization Policy (e.g., researches, types, verifies accuracy of information, ensures proper documentation is attached, forwards for signatures, distributes appropriately, maintains database); operates motor vehicle for travel to offsite locations to conduct work related activities.	Knowledge of (1) civil service & collective bargaining laws, rules & regulations; (2) agency policies & procedures*; (3) federal & state laws & rules governing fair employment practices; (4) interviewing; (5) public relations (6) PeopleSoft application (e.g., OAKS/HCM) Skill in (7) operation of personal computer & associated hardware/software (e.g., MS Office, PeopleSoft application). Ability to (8) define problems, collect data, establish facts & draw valid conclusions; (9) communicate effectively in writing & verbally; (10) interpret minimum qualifications; (11) evaluate employment applications; (12) obtain & maintain valid Ohio driver's license.		
		*developed after employment		
List Position Numbers & Job Titles of Positions Directly Supervised:		SIGNATURE OF AGENCY REPRESENTATIVE	DATE	
		<i>Ali N. Stuffer</i>	6/8/10	

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	USUAL WORKING TITLE OF POSITION HCM Analyst		POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR 20005421 Human Capital Management Manager	
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	JOB DESCRIPTION AND WORKER CHARACTERISTICS			
%	Job Duties in Order of Importance	Knowledge, Skills & Abilities		
25	Provides administrative support to HR Consultants: communicates with applicants & public regarding status of vacant positions; explains application procedures; maintains files & activity logs of data; tracks performance evaluations (e.g., logs into database, verifies appropriate signatures, files in employee personnel file); updates tables of organization (TO).	Knowledge of 2, 5, (13) office practices & procedures. Skill in 6 Ability to 7, 8, 11, (14) prepare meaningful, concise & accurate reports.		
15	Assists higher-level HCM staff & other OES administrative staff with special projects & reports: generates various reports utilizing COGNOS (e.g., intermittent, vacancy, PA activity); generates personnel queries; acts as backup for front desk personnel during lunches, breaks & absences (e.g., answers phones, sorts & distributes mail, answers routine inquiries); coordinates assigned charity, community outreach & employee development programs; performs other related duties as assigned.	Knowledge of 2, 5, (12) office practices & procedures; (13) COGNOS* Skill in 6 Ability to 7, 8, 11, (13) prepare meaningful, concise & accurate reports		
		*developed after employment		
List Position Numbers & Job Titles of Positions Directly Supervised:		SIGNATURE OF AGENCY REPRESENTATIVE	DATE	
		<i>Alli N. Stauffer</i>	6/30/10	