POSITION DESCRIPTION

		AGENCY/DEPT ID Department of Administrative Services/ DAS101000
DIVISION OR INSTITUTION Administrative Support Division	UNIT OR OFFICE Office of Employee Services	COUNTY OF EMPLOYMENT Franklin

POSITION NUMBER 20005420

JOB TITLE Human Capital Management Associate

JOB CODE 64611

☐ Reclassification ☐ New Position ☒ Update

Position Hyperlinked to ☐ Agency Organizational Tree

USUAL WORKING TITLE OF POSITION	POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR
HCM Associate	SEE TABLE OF ORGANIZATION

☒ Permanent ☐ Temporary ☐ Intermittent	☒ Classified ☐ Unclassified	Overtime: ☒ Eligible ☐ Exempt If FLSA Exempt, exemption type:	Bargaining Unit 22 PR 08 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
45	Performs various human resources functions for Department of Administrative (DAS): scans, uploads & maintains PDs on Office of Employee Services (OES) website; schedules interviews & proficiency exams, as needed; may notify selected candidates of acceptance; conducts pre-hire meeting (e.g., performs reference checks; coordinates background checks & drug screening); communicates with applicants regarding status of vacant positions; operates motor vehicle for travel to offsite locations to conduct work related activities; provides administrative support to OES HR team (e.g., explains application procedures, maintains files & activity logs of data); maintains personnel files (e.g., files new HR documents, transfers terminated files to appropriate area); orders office supplies for OES central office team.	Knowledge of (1) public relations; (2) civil service laws, rules & regulations; (3) agency policies & procedures (health insurance & benefits)*; (4) social insurance (e.g., workers' comp, unemployment, social security, disability insurance, public employees retirement); (5) state mainframe computer system. Skill in use of (6) processing payroll using PeopleSoft HCM functions; (7) personal computer; (8) Microsoft Office Suite (e.g., Word, Excel, Access). Ability to (9) interpret a variety of technical material in books, journals, and manuals; (10) calculate fractions, decimals, and percentages; (11) use proper research methods in gathering data; (12) resolve complaints from angry employees, external customers and government officials; (13) handle sensitive inquiries from and contacts with officials and general public; (14) work alone on most tasks; (15) prepare meaningful, concise and accurate reports; (16) maintain accurate records; (17) understand payroll entry procedures; (18) establish facts & draw valid conclusions. *developed after employment

List Position Numbers & Job Titles of Positions Directly Supervised:	SIGNATURE OF AGENCY REPRESENTATIVE	DATE
	Marissa Walker	6/11/14

apd 6-11-14 cl

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AGENCY/DEPT ID
Department of Administrative Services
DAS101000

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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
55	Responsible for supporting Payroll/Benefits area: creates New Employee Orientation (NEO) packets; runs FML Employee Reports from COGNOS; runs FML Agency usage report from COGNOS on a bi-weekly basis; notifies HRC's of disability claims; files payroll/benefit documents (e.g., hospitalization certification forms, FMLA, personnel actions); produces & mails FMLA, Adoption/Child Birth Leave, Disability & Workers' Compensation packets to employees.; maintains & tracks leave in database (e.g., FMLA, Adoption/Child Birth Leave, Disability & Workers' Compensation).	Knowledge of 1, 2, 3* Skill in 6, 7, 8 Ability to 10, 11, 12, 13, 14, 15, 16, 17, 18 *developed after employment

List Position Numbers & Job Titles of Positions Directly Supervised:	SIGNATURE OF AGENCY REPRESENTATIVE	DATE
	Marissa Walter	6/11/14

apd 6-11-14 cl