

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 20005422 JOB CODE TITLE Human Capital Management Analyst JOB CODE 69912 ADD 4-17-10	<input type="checkbox"/> Reclassification <input type="checkbox"/> New Position <input checked="" type="checkbox"/> Update		Position Hyperlinked to <input type="checkbox"/>	
	USUAL WORKING TITLE OF POSITION HCM Analyst		POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR 20005412 Administrative Assistant 4	
	<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 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	Responsible for assisting in hiring activities for the Department of Administrative Services, Human Resources Division, as well as assisting with other divisions when needed in order to facilitate selection process: processes Personnel Actions (PAs), Position Descriptions (PDs), & Certification requests; screens applications for minimum qualifications; schedules interviews with managers & candidates; creates job analysis documents & conducts meeting, administers pre-hire proficiency testing (e.g., schedules candidates for testing, secures location, copies test materials, administers tests); may notify selected candidates of acceptance; performs reference checks; coordinates background checks & drug screening of applicants (e.g., schedules lab appointments & mails background investigation form); requests & processes certification lists (e.g., recall/reemployment & certification lists from Human Resources Division, reviews lists for accuracy, returns lists with action noted, answers inquiries regarding certification); conducts exit interviews; downloads & logs online applications into applicant database; processes, sorts & logs mailed & faxed applications; sorts & reviews applications; prepares job posting draft; monitors posting deadlines & forwards applications to HR consultant; maintains application folders; creates list of applicants from database for each vacancy posting; creates & processes PA's in accordance with PA Manual & Decentralization Policy (e.g., researches, types, verifies accuracy of information, ensures proper documentation is attached, forwards for signatures, distributes appropriately, maintains database); types & distributes confirmation letters to new employees; receives & logs requests for action on PDs; scans, uploads & maintains position descriptions for assigned divisions on Office of Employee Services (OES) website; prepares & places advertisements via newspapers, magazines & Internet; 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. Skill in (6) operation of personal computer & associated hardware/software (e.g., MS Office). Ability to (7) define problems, collect data, establish facts & draw valid conclusions; (8) communicate effectively in writing & verbally; (9) interpret minimum qualifications; (10) evaluate employment applications; (11) 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. Shaffer</i>	4/16/10	

