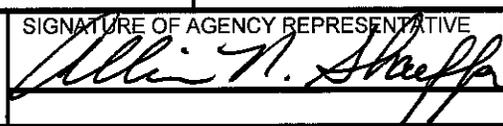


POSITION DESCRIPTION		AGENCY/DEPT ID DAS102100
DIVISION OR INSTITUTION Administrative Support	UNIT OR OFFICE Office of Employee Services	COUNTY OF EMPLOYMENT Franklin

POSITION NUMBER 20005515	<input checked="" type="checkbox"/> Reclassification <input type="checkbox"/> New Position <input type="checkbox"/> Update		Position Hyperlinked to <input type="checkbox"/>
			Agency Organizational Tree
	USUAL WORKING TITLE OF POSITION HR Consultant		POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR 20005514 HCM Manager
<input checked="" type="checkbox"/> Permanent <input checked="" type="checkbox"/> Classified <input type="checkbox"/> Temporary <input type="checkbox"/> Unclassified <input type="checkbox"/> Intermittent <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 1
NORMAL WORKING HOURS (Explain unusual or rotating shift): FROM: 7:30 a.m. TO: 4:30 p.m.			

JOB DESCRIPTION AND WORKER CHARACTERISTICS		
%	Job Duties in Order of Importance	Knowledge, Skills & Abilities
70	Serves as human resources analyst for Department of Administrative Services (DAS), General Services Division, Employee Relations Office: oversees performance evaluation program (e.g., prepares forms with relevant information, logs in tracking system, routes to responsible supervisor, monitors process to ensure evaluations are submitted in timely manner); responsible for GSD position description program [e.g., assist managers/supervisors in updating PDs; uploads approved PDs to web, distributes PD's to appropriate source; updates PD Log & Table of Organization (TO)]; participates in Ohio Human Management System (OHMS) [e.g., prepares posting drafts; monitors posting deadlines; batch & pre-screen applications; forwards qualified applications to appropriate hiring managers; updates status of position in OHMS as requested; prepares interview packets; schedules & attends interviews & proficiencies when necessary; closeout interview packets (e.g., send applicants results of interview; complete reference checks; make tentative offer)]; conducts new employee orientation; maintains logs for tracking & reporting purposes [e.g., personnel actions (PA), Request to Fill/Change Authorization (RFCA)]; prepares PA's & RFCA's; enters retirements, employee transfer information, separations into HR weekly report database; request retirement certificates; operates motor vehicle for travel to offsite locations to conduct work related activity.	Knowledge of (1) office practices & procedures; (2) agency policies & procedures relating to employment*; (3) human resources areas (e.g., performance evaluations, hiring process, position descriptions, proficiency examinations, interviewing, minimum acceptable qualifications); (4) human/public relations; (5) OHMS & OAKS* Skill in (6) operation of computer & associated hardware & software (e.g., Microsoft Word, Excel, Access, PowerPoint, Outlook, PeopleSoft application*). Ability to (7) communicate effectively verbally & in writing; (8) cooperate with co-workers on group projects; (9) understand & interpret policies & procedures; (10) extract data to prepare meaningful, concise & accurate reports; (11) obtain & maintain valid driver license; (12) proofread technical materials, recognize errors & make corrections.
30	Performs other administrative tasks: acts as back up in reviewing divisional payroll entries (e.g., runs queries, identifies errors, works to resolve issues within payroll deadlines); prepares & reviews payroll reports; handles employee & agency inquiries in regards to benefits & payroll; maintains confidential & personnel files; assists divisional employees with completion of various forms (e.g., tax, health care, change of address); responds to customers inquiries & requests; schedules & conducts OES exit interviews; completes service requests; coordinates special events (e.g., service pin ceremony, deferred compensation information meeting;); provides phone coverage for Deputy Director's office when needed; prepares records retention & disposal schedules & arranges record transfers. Attends job-related training opportunities. Performs other related duties as assigned.	Knowledge of 1, 2, 3, 4, 5, (13) payroll. Skill in 6. Ability to 7, 8, 9, 10, 11, 12.
*Developed after employment		
JOB CODE TITLE Human Capital Management Analyst JOB CODE 64612	List Position Numbers & Job Titles of Positions Directly Supervised:	SIGNATURE OF AGENCY REPRESENTATIVE 
		DATE 3/7/11