

POSITION DESCRIPTION

AGENCY/DEPT ID
DAS102100

DIVISION OR INSTITUTION
Administrative Support

UNIT OR OFFICE
Office of Employee Services

COUNTY OF EMPLOYMENT
Franklin

Reclassification
 New Position
 Update
 Position Hyperlinked to Agency Organizational Tree

USUAL WORKING TITLE OF POSITION
HR Consultant

POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR
SEE TABLE OF ORGANIZATION

Permanent
 Temporary
 Intermittent

Classified
 Unclassified
 Essential

Overtime: Eligible 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), Office of Employee Services (OES): maintains performance evaluation program (e.g., reviews forms submitted for timeliness, accuracy & completeness, logs in tracking system, routes to responsible supervisor, monitors process to ensure evaluations are submitted in timely manner); processes position descriptions (PDs) (e.g. assist managers/supervisors in updating PDs; upload s to web, distributes to appropriate source; updates Table of Organization (TO) & PD Log); processes selection program using Ohio Hiring Management System (OHMS) [e.g. prepares posting drafts; monitors posting deadlines; batches & pre-screens applications; forwards qualified applications to appropriate hiring managers; updates status of position; prepares interview packets; schedules & attends interviews & proficiencies when necessary; closeout interview packets (e.g., send applicants results of interview; completes reference checks; make tentative offer)]; conducts new hire processing & employee orientation as assigned; prepares Personnel Action (PA) & Request to Fill or Change Authorization (RFCA); assists with division payroll & timesheet processing (e.g. runs reports, sends reminders, runs queries, identifies errors by reviewing Time & Labor, works to resolve issues within payroll deadlines, calculates leave balances, pay or benefits to resolve issues, distributes payroll checks or related documents, responds to employee inquiries regarding payroll & benefits, etc.); schedules & conducts OES exit interviews (prepares relevant information summary & PA, 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, selection & hiring process, position descriptions, proficiency examinations, interviewing, minimum acceptable qualifications; payroll processing, benefits); (4) human/public relations; (5) OHMS & OAKS* Skill in (6) operation of computer & associated hardware & software (e.g., Microsoft Word, Visio, Excel, Access, PowerPoint, Outlook, PeopleSoft application*) to enter data & process information; (7) managing one's own time and the time of others; (8) identifying complex problems and reviewing related information to develop and evaluate options and implement solutions. Ability to (9) communicate effectively verbally & in writing so others will understand; (10) cooperate with co-workers on group projects; (11) understand & interpret policies & procedures; (12) extract data to prepare meaningful, concise & accurate reports; (13) obtain & maintain valid driver license; (14) proofread technical materials, recognize errors & make corrections.
30	Performs other administrative tasks: coordinates special events (e.g., charitable campaign, employee recognition, service pin ceremony, deferred compensation information meeting); handles employee & agency inquiries in regards to benefits (e.g., BWC, FML, disability); maintains confidential & personnel files; maintains logs for tracking and reporting purposes (e.g., performance evaluation, PA); assists division employees with completion of various forms (e.g., tax, health care, change of address); responds to customer inquiries & requests; prepares reports (e.g. HR weekly, etc.); completes service requests; prepares records retention & disposal schedules & arranges record transfers; attends job-related training opportunities.	Knowledge of 1, 2, 3, 4, 5. Skill in 6, 7, 8, Ability to 9, 10, 11, 12, 13, 14, 15 (coordinate special events).

*Developed after employment

List Position Numbers & Job Titles of Positions Directly Supervised:

SIGNATURE OF AGENCY REPRESENTATIVE

DATE



5/22/13

POSITION NUMBER
20005515

JOB CODE TITLE
Human Capital Management Analyst

JOB CODE ARD 6-5-13 CB
64612