

POSITION DESCRIPTION

AGENCY/DEPT ID
DAS102100

DIVISION OR INSTITUTION
Administrative Support

UNIT OR OFFICE
Office of Employee Services

COUNTY OF EMPLOYMENT
Franklin

POSITION NUMBER
20005517

JOB TITLE
Human Capital Management Senior Analyst

JOB CODE
64613

Reclassification New Position Update Position Hyperlinked to Agency Organizational Tree

USUAL WORKING TITLE OF POSITION: Human Resources Coordinator POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR: SEE TABLE OF ORGANIZATION

Permanent Classified Overtime: Eligible Exempt Bargaining Unit 22
 Temporary Unclassified If FLSA Exempt, exemption type: Administrative Page 1 of 2
 Intermittent

NORMAL WORKING HOURS (Explain unusual or rotating shift):
FROM: **8:00 a.m.** TO: **5:00 p.m.** Report in location and work hours may vary.

JOB DESCRIPTION AND WORKER CHARACTERISTICS

%	Job Duties in Order of Importance	Knowledge, Skills & Abilities
40	Serves as human resources coordinator for Department of Administrative Services (DAS), Office of Employee Services (OES) on complex labor relations program activities: interprets rules/guidelines & collective bargaining agreements relating to labor relations/discipline issues (e.g., grievance, overtime, work rules, relocation, shift changes, reprimands, suspensions, fines & settlement agreements); advises program managers on labor relations issues; reviews discipline requests; conducts investigations & reports on findings; prepares & administers discipline; conducts meetings to discuss rules & operating procedures; serves as liaison between Employee Relations Administrator & subordinates, program managers & employees; researches & responds to inquiries & complaints; prepares complex & confidential letters, memos & emails on behalf of office to staff/managers & external parties; updates discipline files & statistics; keeps manager apprised of labor activity & status; coordinates essential employee list.	Knowledge of (1) human resources management; (2) business administration; (3) labor relations (e.g., discipline, grievance processes); (4) office practices & procedures; (5) public/human relations; (6) agency policies & procedures*; (7) collective bargaining agreements, civil service laws, rules & regulations relating to human resources issues. Skill in (8) operation of personal computer & associated hardware/software (e.g., MS Office Suite, OAKS*). Ability to (9) define problems, collect data, establish facts & draw valid conclusions; (10) use proper research methods in gathering data; (11) prioritize & efficiently handle multiple tasks; (12) effectively communicate orally & in writing; (13) prepare meaningful, concise & accurate reports; (14) respond to routine & sensitive inquiries with people, union representatives, other government & private business officials.
30	Serves as human resources coordinator on complex recruitment program activities: provides guidance to managers on employment process according to collective bargaining agreements, federal & state laws, rules & regulations (e.g., promotions, transfers, demotions, probationary/trial periods, working out of class issues); completes Request to Fill/Change Authorization (RFCA) forms; writes position descriptions (PDs); conducts QEE & PSMQ job analyses; establishes test plans & pass points; approves interview questions; assists HCM Analyst, as needed (e.g., posts positions on OHMS, posts PDs online, updates table of organization, assists with selection process (e.g., filters applications, schedules interviews, participates in structured interviews, conducts reference checks, makes tentative offers), enters ePAR into OAKS).	Knowledge of 1, 2, 3, 4, 5, 6*, 7, (15) hiring practices (e.g., application review, interviewing). Skill in 8 Ability to 9, 10, 11, 12, 13, 14

*developed after employment

List Position Numbers & Job Titles of Positions Directly Supervised:

SIGNATURE OF AGENCY REPRESENTATIVE

DATE

M. Priscilla Walker

3/24/14

