

# POSITION DESCRIPTION

AGENCY/DEPT ID  
Department of Administrative Services/  
DAS101000

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) government structure & process*; (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.
15	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

*Maura Walter*

7/22/14

apd 7-22-14

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 Intermittent

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### JOB DESCRIPTION AND WORKER CHARACTERISTICS

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10	Provides human resources related assistance to program managers & employees: advises managers on ePerformance system; monitors completion of performance evaluations; advises employees & managers on benefits, workers' compensation & disability programs; attends labor/management meetings.	Knowledge of 1, 2, 3, 4, 5, 6*, 7 Skill in 8 Ability to 9, 10, 11, 12, 13, 14
15	Leads or assists with special projects, as assigned (e.g., workforce planning, training initiatives, policy review & revisions, blood drives, charity campaigns); serves as floor warden.	Knowledge of 1, 2, 3, 4, 5, 6*, 7 Skill in 8 Ability to 9, 10, 11, 12, 13, 14
20	Oversees statewide combined charitable campaign (CCC): acts as Director's representative & chairs public relations & steering committee; participates in RFP process for selection of vendor that manages operations of CCC; reviews policies & procedures & makes recommendations for change & to improve accountability; reports any inefficiencies or deviation from policy or contract to Combined Charitable Office; monitors budget; reviews correspondence & works with DAS Communication office to approve all communications being sent from CCC; keeps DAS Legal apprised of issues/concerns (e.g., policy recommendations &/or updates, application review); manages activities associated with campaign (e.g., chooses incentive items, coordinates kick-off events, selects marketing materials).	Knowledge of 4*, 5, 6*, (16) campaign policy & procedures*; (17) budgeting. 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

*Cherissa Walden*

7/22/14

april 7-22-14