

POSITION DESCRIPTION		AGENCY/DEPT ID DAS-102100
DIVISION OR INSTITUTION Administrative Support	UNIT OR OFFICE Office of Employee Services	COUNTY OF EMPLOYMENT Franklin

POSITION NUMBER 20005517	<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 type="checkbox"/> Temporary <input type="checkbox"/> Intermittent	<input checked="" type="checkbox"/> Classified <input type="checkbox"/> Unclassified	Overtime: <input type="checkbox"/> Eligible <input checked="" type="checkbox"/> Exempt If FLSA Exempt, exemption type: Administrative	Bargaining Unit 22 PR 12 Page 1 of 2
	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
45	Serves as human resources coordinator for the Department of Administrative Services (DAS), General Services Division in daily operations of the Employee Relations Office: provides assistance to divisional managers/supervisors; establishes & maintains timelines & quality standards for completing tasks & projects within the office; reviews human resources initiatives/actions requested by division program managers (e.g., restructuring of section, major functional changes, gathering information, discipline, hiring) & advises management on feasibility & impact to programs & staff; oversees payroll processing for GSD staff; Assumes authority & responsibility in Administrator's absence; monitors effectiveness of policies & implements procedures (e.g., dress code, work rules, work flow, time & attendance reporting overtime; cost saving days); Reviews programs & processes to ensure compliance with Civil Service regulations, collective bargaining agreements, administrative guidelines, federal & state laws, rules & regulations; Independently answers complex &/or confidential requests for information; conducts meetings to discuss rules & operating procedures; Interprets rules/guidelines & collective bargaining agreements relating to human resources issues (e.g., developing procedures, hiring process, benefits), position descriptions; Serves as liaison between Administrator & subordinates, program managers & employees; represents administrator at meetings & conferences; analyzes programs & procedures; prepares discipline, payroll & absence reports; administers special projects; researches & responds to inquiries & complaints; prepares complex & confidential letters, memos & emails on behalf of office to staff/ managers & external parties; updates discipline files & statistics.	Knowledge of (1) business administration; (2) human resources administration; (3) labor relations (e.g., discipline, grievance); (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 (e.g., hiring process, FMLA, ADA, FLSA, workers comp), position description, labor relations, grievances & discipline; (8) employee training & development; (9) general payroll processing procedures. Skill in (10) operation of personal computer & associated hardware/software (e.g., MS Office, OAKS*). Ability to (11) define problems, collect data, establish facts & draw valid conclusions; (12) use proper research methods in gathering data; (13) prioritize & efficiently handle multiple tasks; (14) effectively communicate orally & in writing; (15) prepare meaningful, concise & accurate reports; (16) respond to routine & sensitive inquiries with people, union representatives, other government & private business officials. *Developed after employment.

JOB TITLE
Human Capital Management Senior Analyst

 JOB CODE
64613

ADD-23-11 USA

List Position Numbers & Job Titles of Positions Directly Supervised:	SIGNATURE OF AGENCY REPRESENTATIVE <i>Lee N. Shaffer</i>	DATE 2/7/14
--	---	----------------

