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 20005518

☐ Reclassification ☒ New Position ☐ Update

Position Hyperlinked to ☐ Agency Organizational Tree

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

☒ Permanent ☐ Temporary ☐ Intermittent	☒ Classified ☐ Unclassified	Overtime: ☐ Eligible ☒ 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.

JOB TITLE: Human Capital Management Senior Analyst

JOB CODE: 64613

JOB DESCRIPTION AND WORKER CHARACTERISTICS

%	Job Duties in Order of Importance	Knowledge, Skills & Abilities
60	Serves as human resources coordinator for Department of Administrative Services (DAS), Office of Employee Services (OES) in coordinating & managing Absence Management & other various human resources sub-programs: develops strategic initiatives to manage absenteeism, disability separations & reinstatements to return employees to work timely & in compliance with applicable regulations; oversees & manages entire process for Family Medical Leave Act (FMLA), Disability Coordination, & Workers' Compensation; conducts meetings with managers & other staff regarding FMLA & other benefits issues; reviews requests in timely manner (e.g., determines if all criteria, as set forth in agency policy & program area, are met & obtains additional information from attending physician); coordinates Workers' Compensation claims with Bureau of Workers' Compensation, Office of Legal Services & Attorney General's Office; prepares approval & disapproval notices for employees within stated deadlines; represents OES, in conjunction with other administrators & managers, by transmitting benefits decisions & changes to all divisions within agency; provides ongoing communication with supervisors & managers in order to ensure appropriate & fair treatment of employees; acts as liaison between Human Resources Division's Office of Benefits Administration & other agency divisions on program implementation issues.	Knowledge of (1) human resources management (e.g., payroll, employee benefits*, workplace safety); (2) civil service laws, rules & regulations & provisions of collective bargaining contracts; (3) benefits administration; (4) public relations; (5) agency policies & procedures*; (6) government structure & process*; (7) federal & state laws & rules governing fair employment practices (e.g., ADA, FMLA, EEO). Skill in (8) operation of personal computer & associated hardware/software (e.g., MS Office Suite) & use of Internet. Ability to (9) define problems, collect data, establish facts & draw valid conclusions; (10) communicate effectively in writing & verbally; (11) write letters, memos, policies & procedures; (12) proofread technical materials, recognize errors & make corrections, (13) use proper research methods in gathering data; (14) calculate fractions, decimals, & percentages; (15) respond effectively to the most sensitive inquiries & complaints; (16) obtain & maintain valid driver's license; (17) extract data from database to prepare meaningful, concise & accurate reports; (18) work alone on most tasks; (19) maintain accurate records; (20) prioritize & deal with multiple issues/tasks simultaneously. *developed after employment

List Position Numbers & Job Titles of Positions Directly Supervised:	SIGNATURE OF AGENCY REPRESENTATIVE	DATE
	Marissa Walden	1/28/16

cpd 1-28-16 cl

POSITION DESCRIPTION

AGENCY/DEPT ID	
Department of Administrative Services/ DAS101000	

DIVISION OR INSTITUTION	UNIT OR OFFICE	COUNTY OF EMPLOYMENT
Administrative Support	Office of Employee Services	Franklin

POSITION NUMBER 20005518

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Human Resources Coordinator	SEE TABLE OF ORGANIZATION

☒ Permanent ☐ Temporary ☐ Intermittent	☒ Classified ☐ Unclassified	Overtime: ☐ Eligible ☒ Exempt If FLSA Exempt, exemption type: Administrative	Bargaining Unit 22 PR 12 Page 2 of 2

NORMAL WORKING HOURS (Explain unusual or rotating shift):
FROM: 8:00 a.m. TO: 5:00 p.m.

JOB TITLE: Human Capital Management Senior Analyst

JOB CODE: 64613

JOB DESCRIPTION AND WORKER CHARACTERISTICS

%	Job Duties in Order of Importance	Knowledge, Skills & Abilities
30	Maintains ongoing flow of documentation & communication on behalf of agency: participates in developing long-term goals & implementation strategies for agency safety & health programs; participates in agency training for benefits programs; assists in development & maintenance of benefits tracking system; tracks information via computer databases (e.g., enters information, generates reports on status of requests, extracts informational reports for division managers); keeps division Human Resources Consultants informed about status of existing situations, as well as new requests for various types of considerations (e.g., FMLA, Disability, Workers' Compensation); advises employees of procedures & provides guidance & information; prepares correspondence & documentation on situations, as requested; answers inquiries from employees regarding benefits; interprets civil service laws, rules & policies; prepares special reports; completes special projects.	Knowledge of 1, 2, 3, 4, 5*, 6*, 7 Skill in 8 Ability to 9, 10, 11, 12, 13, 14, 15, 16, 17, 18, 19, 20
10	Performs other related duties as assigned: provides technical assistance in developing goals & time frames for Workers' Compensation Program guidelines; works with employees & Workers' Compensation staff on ergonomic assessments; coordinates blood drives; develops training for all DAS Managers & Supervisors regarding Absence Management.	Knowledge of 1, 2, 3, 4, 5*, 6*, 7 Skill in 8 Ability to 9, 10, 11, 12, 13, 14, 15, 16, 17, 18, 19, 20

*developed after employment

List Position Numbers & Job Titles of Positions Directly Supervised:	SIGNATURE OF AGENCY REPRESENTATIVE	DATE
	Marina Walder	1/28/14

Copd 1-28-14 cl