

POSITION DESCRIPTION

AGENCY/DEPT ID
Department of Administrative Services/
DAS102100

DIVISION OR INSTITUTION
Administrative Support

UNIT OR OFFICE
Office of Employee Services

COUNTY OF EMPLOYMENT
Franklin

POSITION NUMBER
20005814

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
 Temporary
 Intermittent

Classified
 Unclassified

Overtime: Eligible Exempt
If FLSA Exempt, exemption type: Administrative

Bargaining Unit 22
PR12
Page 1 of 2

NORMAL WORKING HOURS (Explain unusual or rotating shift):
FROM: 7:30 a.m. TO: 4:00 p.m.

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 hiring processes & other personnel activities: provides assistance to division managers/supervisors (e.g., writes position descriptions, conducts job analyses, develops assessments & structured interview questions in conjunction with managers & supervisors, participates in structured interviews); provides guidance to managers in employment process in accordance with collective bargaining agreements, federal & state laws, rules & regulations (e.g., promotions, transfers, demotions, probationary/trial periods, working out of class issues); utilizes Ohio Hiring Management System (OHMS) to oversee job posting process (e.g., monitors posting deadlines, batches & forwards applications to manager); assists with selection process (e.g., screens applications for minimum qualifications, schedules proficiency exams & interviews, notifies selected candidates of acceptance); handles classification issues; initiates Electronic Personnel Action Requests (ePARs) utilizing Ohio Administrative Knowledge System (OAKS), Human Capital Management (HCM) module, in accordance with HRD guidelines & OES PA Decentralization Policy (e.g., updates position management record, researches & verifies accuracy of information, ensures proper documentation is attached, enters appropriate information into ePAR for approval); monitors & analyzes payroll discrepancies; monitors & tracks employee evaluations through process; maintains Table of Organization (TO) & compares with Fundable Table of Organization (FTO).	Knowledge of (1) human resources management (e.g., classification issues, staffing needs, payroll, workplace safety); (2) civil service laws, rules & regulations & provisions of collective bargaining contracts; (3) agency policies & procedures*; (4) federal & state laws & rules governing fair employment practices; (5) government structure & process*; (6) interviewing; (7) employee relations; (8) public relations. Skill in (9) use of personnel computer & associated hardware/software (e.g., MS Office Suite, PeopleSoft, OAKS BI reporting*). Ability to (10) define problems, collect data, establish facts & draw valid conclusions; (11) prioritize & deal with multiple issues/tasks simultaneously; (12) communicate effectively in writing & verbally with technical & non-technical employees & senior management; (13) use proper research methods in gathering data; (14) interpret minimum qualifications; (15) evaluate employment applications; (16) calculate fractions, decimals, & percentages; (17) respond effectively to the most sensitive inquiries & complaints; (18) obtain & maintain valid driver's license; (19) prepare meaningful, concise & accurate reports; (20) maintain accurate records.

*developed after employment

List Position Numbers & Job Titles of Positions Directly Supervised:

SIGNATURE OF AGENCY REPRESENTATIVE

DATE

M. Bussard

3/31/14

apd 3-31-14 cl

