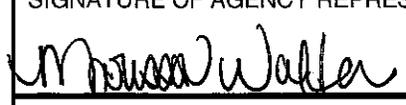


POSITION DESCRIPTION		AGENCY/DEPT ID Department of Administrative Services/ DAS101000
DIVISION OR INSTITUTION Administrative Support	UNIT OR OFFICE Office of Employee Services	COUNTY OF EMPLOYMENT Franklin

POSITION NUMBER 20005814 JOB TITLE Human Capital Management Senior Analyst JOB CODE 64613	<input type="checkbox"/> Reclassification <input type="checkbox"/> New Position <input checked="" type="checkbox"/> Update		Position Hyperlinked to <input type="checkbox"/> Agency Organizational Tree	
	USUAL WORKING TITLE OF POSITION Human Resources Coordinator		POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR SEE TABLE OF ORGANIZATION	
	<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 PR12 Page 1 of 2
	NORMAL WORKING HOURS (Explain unusual or rotating shift): FROM: 8:00 a.m. TO: 5:00 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 analysis, 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 & 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 4/8/2015

apd 4-8-15 cl

