



# POSITION DESCRIPTION

AGENCY/DEPT ID  
DAS102100

DIVISION OR INSTITUTION  
Administrative Support

UNIT OR OFFICE  
Office of Employee Services

COUNTY OF EMPLOYMENT  
Franklin

POSITION NUMBER  
20005814

Reclassification

New Position

Update

Position Hyperlinked to

Agency Organizational Tree

USUAL WORKING TITLE OF POSITION  
HCM Senior Analyst

POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR  
SEE TABLE OF ORGANIZATION

Permanent  
 Temporary  
 Intermittent

Classified  
 Unclassified

Overtime:  Eligible  Exempt

Bargaining Unit 22  
PR12  
Page 2 of 2

If FLSA Exempt, exemption type:  
Administrative

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
40	Responsible for oversight of the statewide combined charitable campaign (CCC); acts as the Director's representative & chairs the public relations, application review & policy & procedure committees; participate in the RFP process for selection of vendor that manages the operations of the CCC; reviews policies & procedures & makes recommendations for change; review procedures & make recommendations to improve accountability; reports any inefficiencies or deviation for policy or contract with Combined Charitable Office; reviews & works with Department of Administrative Services (DAS) to approve all communications being sent from CCC.	Knowledge of: 1, 2*, 3, 5, 6*, 7, 8 Skill in: 9. Ability to: 10, 11, 12, 13, 14.

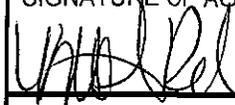
JOB TITLE  
Human Capital Management Senior Analyst

JOB CODE  
64613 APRD 6-5-13 UM

List Position Numbers & Job Titles of Positions Directly Supervised:

SIGNATURE OF AGENCY REPRESENTATIVE

DATE



5/22/13