

POSITION DESCRIPTION		AGENCY/DEPT ID Department of Administrative Services DAS302245
DIVISION OR INSTITUTION Human Resources	UNIT OR OFFICE State HR Operations	COUNTY OF EMPLOYMENT Franklin

POSITION NUMBER 20005825 JOB TITLE Human Capital Management Analyst JOB CODE 64612	<input checked="" 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 Capital Management Analyst		POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR 20005912 Human Capital Management Manager	
	<input type="checkbox"/> Permanent <input type="checkbox"/> Temporary <input checked="" type="checkbox"/> Intermittent	<input type="checkbox"/> Classified <input checked="" type="checkbox"/> Unclassified	Overtime: <input type="checkbox"/> Eligible <input checked="" type="checkbox"/> Exempt If FLSA Exempt, exemption type:	Bargaining Unit
	NORMAL WORKING HOURS (Explain unusual or rotating shift): FROM: 8:00 a.m. TO: 5:00 p.m.			Page 2 of 2

JOB DESCRIPTION AND WORKER CHARACTERISTICS		
%	Job Duties in Order of Importance	Knowledge, Skills & Abilities
15	Works with other analyst in monitoring PAs submitted by agencies to ensure compliance with applicable civil service laws, rules, & applicable collective bargaining agreements & notes; participates as member of team in conducting compliance reviews; provides technical advice & training to new & current Human Resources personnel of state agencies; serves as resource for state agency Human Resources Personnel; participates in seminars & training for state Human Resources personnel & other agency staff regarding new policies & procedures; provides on-line computer training; attends meetings with Office of Collective Bargaining representative as assigned; attends staff, section, division & agency-wide meetings & training/human resources conferences as required to keep abreast of changes; provides input &/or interacts with customers; explains personnel processes & procedures to high-ranking agency administrators.	Knowledge of 1, 2*, 3*. Skill in : 4 Ability to: 5, 6, 7, 8, (9) deal with problems involving several variables in familiar context, (10) comprehend simple sentences with common vocabulary, (11) copy material accurately & recognize grammatical & spelling errors, (12) understand manuals & verbal instructions, technical in nature, (13) check pairs of items that are similar of dissimilar, (14) work alone on most tasks.
5	Carries out special projects as assigned (e. g., assists in writing training manuals; prepares & delivers formalized classroom & informal training to initially inform & update state agencies on civil service laws, rules, & applicable procedures; travels to state agencies to provide technical assistance & listen to concerns of customers).	Knowledge of 1, 2*, 3*. Skill in 4. Ability to 10, 12, 13, 14.
5	Answers telephone, talk to visitors (e. g., applicants, employees, personnel representatives, governmental officials, general public, union officials); opens, stamps & sorts incoming mail; mails out requested lists, provisional authorizations).	Knowledge of 1, 2*, 3*. Skill in 4. Ability to 7, 8, 10, 11, 15.
*developed after employment		

List Position Numbers & Job Titles of Positions Directly Supervised:	SIGNATURE OF AGENCY REPRESENTATIVE 	DATE 7/6/12
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