POSITION DESCRIPTION

AGENCY/DEPT ID
DAS301625

DIVISION OR INSTITUTION	UNIT OR OFFICE	COUNTY OF EMPLOYMENT
Human Resources Division	Learning & Professional Development	Franklin

POSITION NUMBER 20005830

☐ Reclassification ☐ New Position ☒ Update

Position Hyperlinked to ☐ Agency Organizational Tree

USUAL WORKING TITLE OF POSITION	POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR
HCM Senior Analyst	SEE TABLE OF ORGANIZATION

☒ Permanent ☐ Temporary ☐ Intermittent	☒ Classified ☐ Unclassified	Overtime: ☒ Eligible ☐ Exempt If FLSA Exempt, exemption type:	Bargaining Unit Page 1 of 3

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
45	Performs complex human resources assignments & assists HCM Manager in carrying out advanced human resources activities while performing related administrative duties (e.g., coordinates special projects, responds to inquiries & provides assistance to state agencies & state employees, answers telephone inquiries & provides information, advice & assistance to government officials & general public); Coordinates state agency use of HCM training environments, training rooms and training calendars; performs analysis of HR Operations activities using independent judgment; collects data & analyzes trends related to HR Operations; maintains applications on OLPD PCs related to training; researches Ohio Administrative Knowledge System (OAKS) issues related to Human Resources modules (e.g., HCM security role issues and assignments in the training environments, testing scenarios in the training environments when questions arise, monitors and responds to HCM Training questions in CRM, etc.);	Knowledge of (1) budgeting, (2) management, (3) public relations, (4) office practices & procedures, (5) agency policy & procedures*, (6) government structure & process, civil service laws/rules*, (7) human resources business practices, (8) electronic data processing systems. Skill in (9) operation of personal computer & associated software (e.g., MS Word, Excel, Access, PowerPoint). Ability to (10) deal with many variables & determine specific action, (11) prepare meaningful, concise & accurate reports, (12) proofread technical materials, recognize errors & make corrections, (13) gather collate & classify information about data, (14) handle sensitive inquiries from & contacts with officials & general public, (15) define problems, collect data, establish facts & draw valid conclusions, (16) maintain accurate records, (17) originate &/or edit articles for publication.

List Position Numbers & Job Titles of Positions Directly Supervised:	SIGNATURE OF AGENCY REPRESENTATIVE	DATE
		10-23-13

Appd 10-23-13 AC

POSITION DESCRIPTION

AGENCY/DEPT ID
DAS301625

DIVISION OR INSTITUTION	UNIT OR OFFICE	COUNTY OF EMPLOYMENT
Human Resources Division	Learning & Professional Development	Franklin

POSITION NUMBER 20005830

JOB TITLE Human Capital Management Senior Analyst

JOB CODE 64613 Appd 10.23.13

☐ Reclassification ☐ New Position ☒ Update

Position Hyperlinked to ☐ Agency Organizational Tree

USUAL WORKING TITLE OF POSITION	POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR
HCM Senior Analyst	SEE TABLE OF ORGANIZATION

☒ Permanent ☐ Temporary ☐ Intermittent	☒ Classified ☐ Unclassified	Overtime: ☒ Eligible ☐ Exempt If FLSA Exempt, exemption type:	Bargaining Unit Page 2 of 3

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
20	Captures metrics and creates reports, forms and correspondence; Participates and assists with training initiatives; Creates and manages coordination of training marketing materials with other DAS divisions and agencies.	Knowledge of 2, 3, 4, 5*, 6*, 7, 8. Skill in 9. Ability to 10, 11, 12, 13, 14, 15, 16, 17.
15	Serves as event manager & coordinates all activities for statewide Human Resources Conference & other various meetings (e.g., coordinates and works with a committee to choose program topics; creates agenda, publications & advertising; reserves facilities; coordinates Request for Proposals (RFP's) & vendor contracts for facility, security, audio/visual & interpreters; coordinates volunteers & makes work assignments; coordinates breakout sessions, registration, budget & timelines; creates multi-media presentations & talking points); assists other division sections in planning & executing conferences & meetings.	Knowledge of 2, 3, 4, 5*, 6*, 7, 8. Skill in 9. Ability to 10, 11, 12, 13, 14, 15, 16, 17.
10	Assists with statewide, agency & division Campaigns such as CCC (e.g., sets statewide, agency & division goals; acts as liaison on behalf of the Director of the Department of Administrative Services (Campaign Chair) with agency campaign coordinators & campaign organization representatives; implements campaign policy & procedures; analyzes & evaluates campaign progress & results; performs related administrative duties (e.g., drafts correspondence & reports; participates in meetings with divisions & other agencies); enters & accesses data to generate documents; operates office equipment as needed.	Knowledge of 2, 3, 4, 5*, 6*, 7, 8. Skill in 9. Ability to 10, 11, 12, 13, 14, 15, 16, 17.

List Position Numbers & Job Titles of Positions Directly Supervised:	SIGNATURE OF AGENCY REPRESENTATIVE	DATE
	[signature]	10-23-13

POSITION DESCRIPTION

AGENCY/DEPT ID
DAS301625

DIVISION OR INSTITUTION	UNIT OR OFFICE	COUNTY OF EMPLOYMENT
Human Resources Division	Learning & Professional Development	Franklin

POSITION NUMBER 20005830

JOB TITLE Human Capital Management Senior Analyst

JOB CODE 64613 Upgd 10.23.13 AC

☐ Reclassification ☐ New Position ☒ Update

Position Hyperlinked to ☐ Agency Organizational Tree

USUAL WORKING TITLE OF POSITION	POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR
HCM Senior Analyst	SEE TABLE OF ORGANIZATION

☒ Permanent ☐ Temporary ☐ Intermittent	☒ Classified ☐ Unclassified	Overtime: ☒ Eligible ☐ Exempt If FLSA Exempt, exemption type:	Bargaining Unit Page 3 of 3

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
10	Performs public relations functions by participating as a team member with other human resources analysts; performs research on various HR topics & participates in quality improvement initiatives; develops survey instruments as needed; compiles results of research & makes recommendations on program & policy changes based upon findings; drafts new & revised statewide policies & procedures; assists in development of new programs based on research findings; performs other related duties as assigned.	Knowledge of 2, 3, 4, 5*, 6*, 7, 8. Skill in 9. Ability to 10, 11, 12, 13, 14, 15, 16, 17.

List Position Numbers & Job Titles of Positions Directly Supervised:	SIGNATURE OF AGENCY REPRESENTATIVE	DATE
	[signature]	10-23-13