

POSITION DESCRIPTION		AGENCY/DEPT ID Administrative Services DAS302220
DIVISION OR INSTITUTION Human Resources	UNIT OR OFFICE HCM & Agency HR Support	COUNTY OF EMPLOYMENT Franklin

POSITION NUMBER 20005830	<input checked="" type="checkbox"/> Reclassification <input type="checkbox"/> New Position <input type="checkbox"/> Update		Position Hyperlinked to <input type="checkbox"/>	
	Agency Organizational Tree			
	USUAL WORKING TITLE OF POSITION HCM Senior Analyst		POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR 20005945 HCM Administrator 2	
	<input checked="" type="checkbox"/> Permanent <input type="checkbox"/> Temporary <input type="checkbox"/> Intermittent	<input checked="" type="checkbox"/> Classified <input type="checkbox"/> Unclassified	Overtime: <input checked="" type="checkbox"/> Eligible <input type="checkbox"/> Exempt If FLSA Exempt, exemption type:	Bargaining Unit
NORMAL WORKING HOURS (Explain unusual or rotating shift): FROM: 8 a.m. TO: 5:00 pm				

JOB DESCRIPTION AND WORKER CHARACTERISTICS

%	Job Duties in Order of Importance	Knowledge, Skills & Abilities
65	Performs complex human resources assignments & assists supervisor in carrying out advanced human resources activities while performing related administrative duties (e.g., plans & coordinates conferences & large meetings, coordinates special projects, screens applications & schedules interviews approves & enters personnel actions; enrolls & advises employees regarding health benefits); performs analysis of HR Operations activities using independent judgment; collects data & analyzes trends related to HR Operations (e.g., annual student certification, garnishments, layoffs); researches Ohio Administrative Knowledge (OAKS) issues related to Payroll Support, Payroll Garnishments, Benefits, &/or Human Resources modules (e.g., personnel actions, court ordered garnishments, health enrollment, certification); develops additional guidance & clarification needed on policies &/or procedures issued by HR Operations – HCM; in coordination with supervisor, monitors work levels of HCM HR Operations units (e.g., Payroll Support, Payroll Garnishments, Benefits, Agency HR Support) & assists manager as needed (e.g., responds to inquiries & provides assistance to state agencies & state employees, answers telephone inquiries & provides information advise & assistance to government officials & general public, assigns projects & provides direction to other staff); assists in the development &/or revision of payroll letters (e.g., reviews letters, makes recommendations for updates, revises letters, publishes & distributes letters).	Knowledge of: (1) public relations, (2) office practices & procedures, (3) agency policies & procedures*, (4) government structure & process, civil service laws/rules*, (5) human resources business practices, (6) state employee benefit, payroll & human resources programs (e.g., basic payroll functions, human resources rules, health & life, applicable benefit laws & rules, collective bargaining contracts governing state employee benefits)*; (7) PeopleSoft application (HCM module)*. Skill in: (8) operation of personal computer & associated software (e.g., MS Word, Excel, Access, PowerPoint, Publisher). Ability to: (9) deal with many variables & determine specific action, (10) prepare meaningful, concise & accurate reports, (11) proofread technical materials, recognize errors & make corrections (12) gather, collate & classify information about data, (13) handle sensitive inquiries from & contacts with officials & general public, (14) define problems, collect data, establish facts & draw valid conclusions, (15) maintain accurate records, (16) conduct necessary research/retrieval of data & provide appropriate response verbally &/or in writing or refer customer to appropriate staff member; (17) prepare routine & sensitive correspondence in response to inquiries; (18) handle routine & sensitive inquiries from & contacts with state employees, state agencies, insurance carriers & third-party administrators & general public; (19) cooperate with co-workers on group projects. *developed after employment

JOB TITLE
 Human Capital Management Senior Analyst

JOB CODE
 64613

App'd 8/17/11 Budo

List Position Numbers & Job Titles of Positions Directly Supervised:	SIGNATURE OF AGENCY REPRESENTATIVE 	DATE 8/17/11
--	--	-----------------

POSITION DESCRIPTION		AGENCY/DEPT ID Administrative Services DAS302220
DIVISION OR INSTITUTION HumanResources	UNIT OR OFFICE HCM & Agency HR Support	COUNTY OF EMPLOYMENT Franklin

POSITION NUMBER 20005830	<input checked="" type="checkbox"/> Reclassification <input type="checkbox"/> New Position <input type="checkbox"/> Update		Position Hyperlinked to <input type="checkbox"/>	
			Agency Organizational Tree	
	USUAL WORKING TITLE OF POSITION HCM Senior Analyst		POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR 20005945 HCM Administrator 2	
	<input checked="" type="checkbox"/> Permanent <input type="checkbox"/> Temporary <input type="checkbox"/> Intermittent	<input checked="" type="checkbox"/> Classified <input type="checkbox"/> Unclassified	Overtime: <input checked="" type="checkbox"/> Eligible <input type="checkbox"/> Exempt If FLSA Exempt, exemption type:	Bargaining Unit Page 2 of 2

NORMAL WORKING HOURS (Explain unusual or rotating shift):
 FROM: 8 a.m. TO: 5:00 pm

JOB DESCRIPTION AND WORKER CHARACTERISTICS

%	Job Duties in Order of Importance	Knowledge, Skills & Abilities
25	Administers statewide Operation Feed & Holiday Food Basket Campaigns; sets statewide & individual agency goals; acts as liaison on behalf of Director of the Department of Administrative Services (Campaign Chair), agency campaign coordinators & food bank organization representatives; implements charitable giving policy & procedures; analyzes & evaluates campaign progress & results; coordinates statewide transportation of food donations; coordinates divisional campaigns & fundraising activities (e.g., Operation Feed, Holiday Food Basket & CCC campaigns); acts in agency representative's absence on Combined Charitable Campaign Committee (CCC); votes on committee issues; makes recommendations & assists in coordination of CCC events & meetings; assist in federation/charity application review; acts as the records retention coordinator for HRD (e.g., maintains off-site storage files, schedules off-site pick up, retrieval & destruction).	Knowledge of: 1, 2, 3*,4*. Skill in: 8. Ability to: 9, 10, 11, 12, 13, 14, 15, 19.
10	Performs public relations function & related administrative duties (e.g., drafts correspondence & reports, participates in meetings with divisions & other agencies, responds to inquires made via phone, email or letter, opens, sorts & distributes mail); operates personal computer to enter, access & retrieve data.	Knowledge of: 1, 2, 3*, 4*, 5. Skill in: 8. Ability to: 9, 10, 11, 12, 13, 14, 15, 19.

*developed after employment

JOB CODE 64613 JOB TITLE Human Capital Management Senior Analyst App'd 8/17/11 BWS

List Position Numbers & Job Titles of Positions Directly Supervised:	SIGNATURE OF AGENCY REPRESENTATIVE 	DATE 8/17/11
--	--	-----------------