

POSITION DESCRIPTION

AGENCY/DEPT ID
DAS301100

DIVISION OR INSTITUTION
Human Resources Division

UNIT OR OFFICE
Deputy Director

COUNTY OF EMPLOYMENT
Franklin

Reclassification
 New Position
 Update
 Position Hyperlinked to Agency Organizational Tree

POSITION NUMBER
20005830

USUAL WORKING TITLE OF POSITION
HCM Senior Analyst

POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR
20005812 Deputy Director 6

Permanent
 Temporary
 Intermittent

Classified
 Unclassified

Overtime: Eligible Exempt
 If FLSA Exempt, exemption type:

Bargaining Unit

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
65	Performs complex human resources assignments & assists Deputy Director & Assistant Deputy Director 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); approves & enters personnel actions; creates & updates position descriptions; performs analysis of HR Operations activities using independent judgment; collects data & analyzes trends related to HR Operations; researches Ohio Administrative Knowledge System (OAKS) issues related to Human Resources modules (e.g., personnel actions); screens employment applications, monitors applicant testing, schedules interviews & verifies employment references; 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; administers statewide, agency & division Operation Feed & Holiday Food Basket Campaigns (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 & food bank organization representatives; implements charitable giving policy & procedures; analyzes & evaluates campaign progress & results; coordinates statewide transportation of food donations).	Knowledge of (1) budgeting, (2) management, (3) workforce planning, (4) public relations, (5) office practices & procedures, (6) agency policy & procedures*, (7) government structure & process, civil service laws/rules*, (8) human resources business practices, (9) electronic data processing systems. Skill in (10) operation of personal computer & associated software (e.g., MS Word, Excel, Access, PowerPoint). Ability to (11) deal with many variables & determine specific action, (12) prepare meaningful, concise & accurate reports, (13) proofread technical materials, recognize errors & make corrections, (14) gather collate & classify information about data, (15) handle sensitive inquiries from & contacts with officials & general public, (16) define problems, collect data, establish facts & draw valid conclusions, (17) maintain accurate records, (18) originate &/or edit articles for publication.

JOB TITLE
Human Capital Management Senior Analyst

App'd 7/27/12 Bms

JOB CODE
64613

List Position Numbers & Job Titles of Positions Directly Supervised:

SIGNATURE OF AGENCY REPRESENTATIVE

DATE

[Signature] 7/27/12

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NORMAL WORKING HOURS (Explain unusual or rotating shift):

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JOB DESCRIPTION AND WORKER CHARACTERISTICS

%	Job Duties in Order of Importance	Knowledge, Skills & Abilities
25	Serves as records retention officer for division (e.g., maintains off-site storage files, schedules off-site pick up, retrieval & destruction; creates & maintains records retention schedules); coordinates agency & division Combined Charitable Campaign (CCC); makes recommendations & assists in coordination of CCC events & meetings; performs CCC federation/charity application review; coordinates a variety of divisional employee events (e.g., Bring Your Child to Work Day & Red, White & Boom participation); 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; provides technical advice & assistance to state supported colleges or university human resources personnel regarding civil service laws, rules, policies & procedures & human resources practices; coordinates Outlook internal distribution address lists; performs other related duties as assigned.	Knowledge of 2, 3, 4, 5, 6*, 7*, 8, 9. Skill in 10. Ability to 11, 12, 13, 14, 15, 16, 17, 18.
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; orders supplies.	Knowledge of 2, 3, 4, 5, 6*, 7*, 8, 9. Skill in 10. Ability to 11, 12, 13, 14, 15, 16, 17, 18.

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DATE



7/27/12