POSITION DESCRIPTION

AGENCY/DEPT ID		
DAS301000		
DIVISION OR INSTITUTION Human Resource Division	UNIT OR OFFICE Office of Talent Management	COUNTY OF EMPLOYMENT 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 See Table of Organization

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

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

JOB TITLE Human Capital Management Associate

JOB CODE 64611

JOB DESCRIPTION AND WORKER CHARACTERISTICS

%	Job Duties in Order of Importance	Knowledge, Skills & Abilities
60	Develops technical human resource skills, knowledge & abilities in the performance of basic Human Resource (HR) assignments requiring the application of HR practices for non-advanced HR sub-programs within the Human Resource Division (HRD), Office of Talent Management (OTM) (e.g., position descriptions, recruitment, organizational design, performance management, HR data management, etc.); through on the job training, learns to perform routine professional & administrative HR support functions to assist the Office of Talent Management; provides assistance to higher level HCM analysts, state agencies & general public by exercising limited professional HR judgement; consults with higher lever HCM staff to obtain information necessary to respond to more technical inquiries;	Knowledge: (1) public relations; (2) civil service laws, rules & regulations*; (3) agency policy & procedures*. Skills: (4) Microsoft Office Suite (e.g., Word, Excel, PowerPoint & Access, etc.) (5) PeopleSoft HCM*. Abilities: (6) use proper research methods in gathering data; (7) resolve complaints from employees, external customers & government officials; (8) handle sensitive inquiries from & contacts with officials & general public; (9) work independently; (10) prepare meaningful, concise & accurate reports; (11) establish facts & draw valid conclusions.
30	Performs administrative duties (e.g., prepares reports & correspondence, reviews & assists in revising human resources policies & procedures & training materials; researches basic HR issues and drafts responses for review by higher level HCM staff; compiles HR data and analyzes workforce trends, etc.); increases human resources knowledge by assisting higher-level HCM staff on projects & reports	Knowledge: 1, 2, 3 Skills: 4, 5 Abilities: 6, 7, 8, 9, 10, 11
10	Attends meetings, conference &/or workshops; assists with planning meetings, workshops, webinars or other large meetings for peers, leadership, employees, supervisors, agency HR professionals, etc.; serves on committees	Knowledge: 1, 2, 3 Skills: 4, 5 Abilities: 6, 8, 9, 10, 11

List Position Numbers & Job Titles of Positions Directly Supervised:	SIGNATURE OF AGENCY REPRESENTATIVE	DATE
See Table of Organization	Laura M. Mulstead	10/19/15

10/19/15