

POSITION DESCRIPTION		AGENCY/DEPT ID Department of Administrative Services DAS301000
DIVISION OR INSTITUTION Human Resources Division	UNIT OR OFFICE HR Operations	COUNTY OF EMPLOYMENT Franklin

POSITION NUMBER 20005833 JOB TITLE Human Capital Management Analyst JOB CODE 64612 <i>Ampld 9.15.14 CC</i>	<input 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 See Table of Organization	
	<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 22 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	Completes standard HR assignments for drug-free workplace program (i.e., DFWP) & uses sound judgment to make determinations &/or recommendations as applicable to: drug testing civil service laws, rules, policies & procedures, collective bargaining contract provisions &/or federal regulations; assists DFWP Manager with overseeing execution of state &/or federal drug & alcohol testing programs (e.g. generates daily drug test report & downloads state results from testing lab database, researches & resolves error reports for results that were not uploaded through interface, enters state &/or federal alcohol & drug tests in database, reviews & evaluates chain of custody forms & results for fatal flaws to make determination of appropriate action for correction, maintains all state &/or federal results); notifies agency drug testing coordinators when person of interest records are required to be created; oversees all random testing notifications required by federal & state regulations & governing collective bargaining agreements (e.g. generates random rosters & distributes to agency drug testing coordinator, verifies monthly tests have been completed & notifies agency of required documentation needed for tests not completed, updates state &/or federal position additions/deletions to random pools, monitors & updates accordingly annual testing percentage requirements); researches & resolves issues regarding state &/or federal drug & alcohol tests with state agencies, Medical Review Officer (MRO), laboratory &/or collection site (e.g. pending results, missing results, incorrect billing codes, incorrect social security &/or employee identification number); serves as liaison between testing laboratory, state agencies & collection sites; resolves drug & alcohol testing issues with collection site regarding employees being tested, resolves billing/invoice issues, coordinates out-of- state drug test collections & after hour testing, provides notification of updates to collection site directory.	Knowledge of: (1) office practices & procedures; (2) State of Ohio drug free workplace policies & procedures*; (3) federal & state drug testing regulations*; (4) collective bargaining agreements related to drug testing*; (5) customer service techniques; (6) filing & tracking systems. Skill in: (7) operation of a personal computer & associated hardware & software (e.g. PeopleSoft*, Microsoft Office Suite); (8) operation of office equipment (e.g. fax, copier). Ability to: (9) multi-task; (10) use proper research methods in gathering data; (11) work independently with minimum direction; (12) handle sensitive issues & maintain confidentiality; (13) define problems, collect data, establish facts & draw valid conclusions; (14) use proper research methods to handle routine & sensitive inquires; (15) communicate effectively orally & in writing; (16) prepare meaningful, concise, & accurate reports & correspondence.
List Position Numbers & Job Titles of Positions Directly Supervised:		SIGNATURE OF AGENCY REPRESENTATIVE <i>William M. McLeod</i>
		DATE 9/29/14

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	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	
	25	Provides technical advice & makes determinations & recommendations to agency drug free workplace coordinators, human resources personnel &/or labor relations personnel regarding State's drug testing policies & procedures: prepares confidential reports & documents; reviews confidential communications between testing program, agencies & laboratory; serves as liaison between DFWP Manager & MRO regarding notification of positive test results, maintains employee positive follow-up schedule, notifies agency drug testing coordinator &/or labor relations officer of positive tests results; responds to agency requests to process drug test overrides & person of interest updates in database as needed; assists in maintenance of DFWP records & storage; maintains & updates DFWP web site materials; assist in preparation of annual correspondence for federal Drug Free Workplace Act, assist DFWP Manager with monitoring past employees' requests for release of drug & alcohol tests results to ensure compliance with applicable civil service laws, rules, & applicable state policies & procedures & federal regulations.	Knowledge of: 2*, 3*, 4*, 5, 6. Skill in: 7 (e.g. Microsoft Office Suite, PeopleSoft*, Dreamweaver*). Ability to: 9, 11, 12, 15, 16 (17) gather, collate, & classify information about data, people or things.	
	10	Carries out special projects & performs other duties as assigned: assists in creating internal processing manuals regarding state testing program; assists with drug free workplace training for state agencies; performs routine clerical tasks such as opening, sorting, photocopying materials; searches files & records to resolve issues; answers phone calls; files state drug & alcohol testing documents; maintains retention & disposal schedules.	Knowledge of: 2*, 3*, 4*, 6. Skill in: 7. Ability to: 11, 12, 17, (18) complete accurate forms,	
	List Position Numbers & Job Titles of Positions Directly Supervised:		SIGNATURE OF AGENCY REPRESENTATIVE <i>[Signature]</i>	DATE 9/29/14