

POSITION DESCRIPTION

AGENCY/DEPT ID
Department of Administrative Services
DAS301805

DIVISION OR INSTITUTION
Human Resources Division

UNIT OR OFFICE
Workforce Administration

COUNTY OF EMPLOYMENT
Franklin

POSITION NUMBER
20005836

Reclassification New Position Update Position Hyperlinked to Agency Organizational Tree

USUAL WORKING TITLE OF POSITION: HCM Senior Analyst POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR: 20005837 Human Capital Management Manager

Permanent Classified Overtime: Eligible Exempt Bargaining Unit
 Temporary
 Intermittent Unclassified If FLSA Exempt, exemption type:
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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
45	<p>Performs complex human resource assignments & assists supervisor in carrying out advanced HR activities while performing related administrative duties (e.g., advanced sub-programs areas including classification plan compliance & classification plan proposals, position specific minimum qualification (PSMQ) validation, workforce planning & assists with test administration); evaluates classification issues advanced by bargaining unions; conducts in-depth classification & compensation reviews of union classifications as authorized by collective bargaining agreements & originates report of findings; identifies classification trends & potential union & management concerns; participates in labor relations/collective bargaining activities &/or negotiations including 36.5 subcommittee meetings; develops understanding of agency classification/compensation needs in order to pro-actively manage classification plan (e.g., identifies need to modify classifications to match needs, changes series distinctions, evaluates compensable factors for pay level adjustment); leads/assists with focus groups of subject matter experts to evaluate & shape recommendation; presents findings to various levels of management including senior leadership; develops business partnership with agency HR team for assigned area to provide HR enabling support to business unit to create high performing operation with positive culture; provides expert consultation of relevant human capital concerns & champions HR initiatives in concert with strategic direction of Human Resource Division; works with managers & Human Capital Management (HCM) staff to evaluate jobs, employee utilization trends & restructuring to gain understanding of classification needs & formulates plan of action; evaluates classification plan proposals & works with affected agencies to develop draft classification plan proposals & works with affected agencies to develop draft classifications; creates new &/or modifies existing classifications; reviews laws & legislation related to programs & applies knowledge to address requests or develop recommendations; reviews classification proposals; presents findings to various levels of management including senior leadership; drafts & files administrative rules in accordance with Chapter 119 of Ohio Revised Code.</p>	<p>Knowledge of (1) management; (2) labor relations; (3) workforce planning; (4) public relations; (5) human relations; (6) Ohio Civil Service laws & rules (e.g., Ohio Revised Code, Ohio Administrative Code)*; (7) human resources. Skill in (8) personal computer & related software (e.g., Word, Excel, Access, Paradox, PowerPoint, PeopleSoft HCM modules*); Ability to (9) define problems, collect data, establish facts & draw valid conclusions; (10) use research method in gathering data; (11) use statistical analysis; (12) prepare & deliver speeches to specialized audiences; (13) gather, collect & classify information about data, people or things; (14) handle sensitive inquiries from general public outside agencies & departments; (16) comprehend technical documentation.</p> <p>*developed after employment</p>

JOB TITLE
Human Capital Management Senior Analyst

JOB CODE
64613
App'd 6/13/10 Buro

List Position Numbers & Job Titles of Positions Directly Supervised:

SIGNATURE OF AGENCY REPRESENTATIVE


DATE
6/11/10

