100-000U

POSITION DESCRIPTION

AGENCY/DEPT ID
Department of Administrative Services
DAS301000

DIVISION OR INSTITUTION	UNIT OR OFFICE	COUNTY OF EMPLOYMENT
Human Resources Division	Office of Talent Management	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
See Table of Organization

☒ Permanent
☐ Temporary
☐ Intermittent

☒ Classified
☐ Unclassified

Overtime: ☒ Eligible ☐ Exempt

If FLSA Exempt, exemption type:

Bargaining Unit 22

Page 1 of 2

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

JOB TITLE Human Capital Management Senior Analyst

JOB CODE 64613 Appd 7.8.14 AC

JOB DESCRIPTION AND WORKER CHARACTERISTICS

%	Job Duties in Order of Importance	Knowledge, Skills & Abilities
55	Performs one or more advanced sub-programs and makes complex determinations &/or recommendations based on thorough analysis of facts per information collected from assigned agency teams. Performs multiple human resources sub-programs for assigned consulting agency(ies) as needed (e.g., composes, processes & approves position descriptions for PD decentralized agency; consults to maintain the State class plan, compensation plan and competency strategy; assists with workforce plan development & monitors plans, tables of organization and succession plans; researches recruitment methods for statewide identified hard-to-fill positions/classifications & assists with methods for advertisement and tools; advises regarding on-boarding programs and tools; advises regarding performance management programs and tools; collects & manipulates data & analyzes trends, assists with planning & implementation of strategic human resources initiatives & agency action plans; identifies unusual applicant tracking system problems; investigates issues to determine when, where, why & how problem occurred, conducts validation of new system enhancements &/or new processes & procedures released). Performs quality assurance reviews at the agency level to monitor compliance with Department of Administrative Services (DAS), Human Resource Division (HRD), Office of Talent Management program policies, etc.	Knowledge of: (1) workforce planning, (2) employee training development, (3) human resource development, (4) DAS human resources policies & procedures*, (5) government structure & process (e.g., Ohio Revised Code (ORC), Ohio Administrative Code (OAC))*, (6) interviewing. Skill in: (7) operation of a personal computer & related software (e;g., Microsoft Word, Access, Project, Excel & Visio), (8) office equipment operations (e.g., laptop, video projector, phone, tele-conferencing). Ability to: (9) define problems, collect data, establish facts & draw valid conclusions, (10) add, subtract, multiply & divide whole numbers, (11) calculate fractions, decimals & percentages, (12) maintain accurate records, (13) prepare meaningful, concise & accurate reports, (14) use proper research methods in gathering data, (15) gather, collate & classify information about data, people or things, (16) handle sensitive inquiries from & contacts with officials & general public. *developed after employment

List Position Numbers & Job Titles of Positions Directly Supervised:

SIGNATURE OF AGENCY REPRESENTATIVE

DATE 7-8-14

100-000U

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☒ Classified ☐ Unclassified

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Bargaining Unit 22

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

JOB TITLE: Human Capital Management Senior Analyst

JOB CODE 64613 Appd. 7/8/14 ac

JOB DESCRIPTION AND WORKER CHARACTERISTICS

%	Job Duties in Order of Importance	Knowledge, Skills & Abilities
20	Performs related administrative duties (e.g., prepares reports & correspondence; maintains &/or oversees human resources records; prepares personal service contracts &/or proposals; assists in development of human resources policies & procedures; develops &/or revises training materials; advises & counsels employees & management on human resources practices; prepares cost projections & analysis; researches & drafts responses to customers; reviews proposed legislation & advises regarding impacts following thorough analysis of data/information and analysis; creates toolkit items, identifies and communicates applicable resources; creates project timeline & process charts.	Knowledge of: 3, 4*, 6. Skill in: 7, 8. Ability to: 9, 12, 13, 15, 16.
25	Serves as management representative at personnel board of review hearings; delivers presentations regarding new or revised rules or procedures; attends meetings, conferences &/or workshops; plans and/or conducts meetings, workshops, webinars or other large meetings to peers, leadership, employees, supervisors, etc.;	Knowledge of: 3, 4*. Skill in: 7, 8. Ability to: 9, 10, 11, 12, 13, 14, 15, 16. *developed after employment

List Position Numbers & Job Titles of Positions Directly Supervised:

SIGNATURE OF AGENCY REPRESENTATIVE: [signature]

DATE: 7-8-14