

POSITION DESCRIPTION		AGENCY/DEPT ID Department of Administrative Services DAS301850
DIVISION OR INSTITUTION Human Resources Division	UNIT OR OFFICE Organizational Development Classification & Compensation	COUNTY OF EMPLOYMENT Franklin

POSITION NUMBER 20005836	<input checked="" type="checkbox"/> Reclassification <input type="checkbox"/> New Position <input type="checkbox"/> Update		Position Hyperlinked to <input type="checkbox"/> Agency Organizational Tree	
	USUAL WORKING TITLE OF POSITION HCM Senior Analyst		POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR 20005837 Human Capital Management Manager	
	<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 Page 2 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
45	Conducts position description (PD) decentralization compliance reviews for agencies, boards & commissions in accordance with decentralization laws, rules & guidelines; evaluates PD decentralization compliance review policy, procedures & format & suggests modifications &/or improvements; prepares compliance reports & meets with agency Human Capital Management (HCM) staff to discuss findings; issues corrective action plan to ensure compliance records are complete & accurate; monitors progress of corrective action plan; assist fellow Classification & Compensation Unit staff by reviewing position description submitted for PD centralized agencies for approval; conduct position audits requested by individuals and agencies; review documentation submitted through Position Description Questionnaire (PDQ) software; prepare findings & issues position audit reports.	Knowledge of 1, 2, 3, 4, 5, 6*, 7. Skill in 8. Ability to 9, 10, 11, 12, 13, 14, 15, 16.
10	Provides consulting services by assisting state agencies in preparation of Position Specific Minimum Qualifications requests; reviews & recommends for approval agency requests for Position Specific Minimum Qualifications; performs other related duties as assigned: attends meetings as representative of the Organizational Development unit (e.g., State Personnel Board of Review cases); assists with software deployment (e.g., OAKS); creates correspondence to respond to letters from government leadership &/or other constituents; independently answers complex &/or confidential correspondence; researches labor market & other relevant information as needed; independently manages special projects; provides training to agency personnel & identifies best practices.	Knowledge of 1, 2, 4, 5, 6*, 7. Skill in 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 	DATE 3/25/10
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JOB TITLE: Human Capital Management Senior Analyst
 JOB CODE: 64613
 Appd 3/25/10 BMD