

POSITION DESCRIPTION

AGENCY/DEPT ID
Department of Administrative Services
DAS301000

DIVISION OR INSTITUTION
Human Resources Division

UNIT OR OFFICE
Office of Talent Management

COUNTY OF EMPLOYMENT
Franklin

POSITION NUMBER
20005838

Reclassification New Position Update

Position Hyperlinked to
Agency Organizational Tree

USUAL WORKING TITLE OF POSITION
HCM Analyst

POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR
SEE TABLE OF ORGANIZATION

Permanent
 Temporary
 Intermittent

Classified
 Unclassified
 Essential

Overtime: Eligible Exempt
If FLSA Exempt, exemption type:

Bargaining Unit 22
PR 10
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
30	Provides input to & participates in state-wide initiatives: assists with running BI reports as needed; updates unit's SharePoint web application platform; assists higher level analysts with developing &/or presenting state-wide training (e.g., web-based or traditional training), instructor/participant guides & other training materials (e.g., job analysis, position descriptions) ensuring materials appropriate to level of participants; participates in classification plan &/or workforce planning initiatives (e.g., reviews guides and materials related to program initiatives & applies knowledge to address requests or develops recommendations; prepares/presents reports; participates in focus groups & other agency communication efforts; provides assistance to agencies; assists with implementation of program initiatives).	Knowledge of: (1)*; (2)*; (3); (4); (6); (7)*. Skill in: (10); (15) Customer Service. Ability to: (12); (13); (14); (16) Prepare & deliver speeches before specialized audience.
10	Performs other related duties as assigned: attends meetings; researches classification specifications, labor market & other relevant information as needed; conducts special training as assigned; participates in statewide recruitment efforts; provides support & assistance to other sections within Office of Talent Management group as needed (e.g., Agency Outreach, Classification & Workforce Planning, Talent Acquisition & Performance Management & Succession Planning).	Knowledge of: (1)*; (2)*; (4); (6); (9) Skill in: (10); (15) Ability to: (11); (12); (13); (14)

Unusual Working Conditions: May require travel. Must have valid state driver's license or provide own transportation.

JOB CODE TITLE
64612 *Updated 10.15.14 AC* Human Capital Management Analyst

List Position Numbers & Job Titles of Positions Directly Supervised:

SIGNATURE OF AGENCY REPRESENTATIVE

DATE

Shawn M. Melotian

10/15/14

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

POSITION NUMBER 20006888	<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 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 <input type="checkbox"/> Essential	Overtime: <input checked="" type="checkbox"/> Eligible <input type="checkbox"/> Exempt If FLSA Exempt, exemption type:
			Bargaining Unit 22 PR 10 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
60	<p>Completes assignments which require evaluation, selection & application of Human Resources (HR) principles in performance of standard HR assignments, using sound judgment to make determinations &/or recommendations; performs two or more human resources sub-programs (i.e., performs position description reviews and approvals & collects and manipulates data & analyzes trends); assists in developing &/or updating position descriptions, classifications (e.g., performs job audits & compliance reviews; evaluates jobs to determine appropriate classification or position; approves position specific minimum qualifications) & workforce planning reports using sound HR techniques & ensuring compliance with federal & state laws (e.g., EEOC Uniform Guidelines, Americans with Disabilities Act, Ohio Revised Code/Ohio Administrative Code); learns to conduct job analysis (e.g., long & short versions) to assess & identify essential job functions & knowledge, skills, abilities, & competencies to perform essential tasks; queries & creates Ohio Administrative Knowledge System (OAKS) EPM reports as required; travels throughout state to perform HR training & to meet with agencies; provides consulting services to state agencies for position descriptions and workforce planning reporting (e.g., advocates & ensures appropriate use of state classification system when creating and updating position descriptions; advises agencies on how to create position descriptions and run workforce planning reports); creates &/or makes recommendations for standard operating procedures for office & changes to office website.</p>	<p>Knowledge of: (1) agency policies & procedures (e.g. position description authorization & HR-D-15-Workforce Planning)*; (2) state laws & regulations (e.g., Ohio Revised Code Chapter 124, Ohio Administrative Code Chapter 123 & bargaining unit contracts)*; (3) federal human resources & laws (e.g., EEOC Uniform Guidelines of 1978, Americans with Disabilities Act); (4) Human Resources (e.g., job analysis, classifications, compensation models); (5) workforce planning; (6) training*; (7) human relations; (8) statistics; (9) labor relations.</p> <p>Skill in: (10) use of personal computer including hardware & software (e.g., Microsoft Word, Excel, Access, PowerPoint, Internet, testing software, OAKS*, Ohio Hiring Management System (OHMS)*).</p> <p>Ability to: (11) produce written communications; (12) research & evaluate many variables & determine specific action; (13) define problems, collect data, establish facts & draw valid conclusions; (14) gather, collate & classify information about data, people or things.</p> <p>*developed after employment.</p>

JOB CODE TITLE
64612 Open 10.15.14 CC Human Capital Management Analyst

List Position Numbers & Job Titles of Positions Directly Supervised:	SIGNATURE OF AGENCY REPRESENTATIVE <i>Kevin M. Neelstead</i>	DATE 10/15/14
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