



# POSITION DESCRIPTION

AGENCY/DEPT ID  
Department of Administrative Services (DAS)  
DAS301805

DIVISION OR INSTITUTION  
Human Resources Division (HRD)

UNIT OR OFFICE  
Workforce Administration

COUNTY OF EMPLOYMENT  
Franklin

POSITION NUMBER  
20005838

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 1

Permanent  
 Temporary  
 Intermittent

Classified  
 Unclassified

Overtime:  Eligible  Exempt

Bargaining Unit  
22

If FLSA Exempt, exemption type:

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NORMAL WORKING HOURS (Explain unusual or rotating shift):

FROM: 8:00 am

TO: 5:00 pm

## JOB DESCRIPTION AND WORKER CHARACTERISTICS

%	Job Duties in Order of Importance	Knowledge, Skills & Abilities
20	Performs human resources sub-programs as needed (e.g., processes & approves position descriptions for PD decentralized agencies). Conducts position audits & represents DAS at State Personnel Board of Review (SPBR) hearings; reviews & reports back to agencies requesting position specific minimum qualifications (PSMQ); conducts labor market studies; responds to surveys from other states or professional organizations; manages special projects for the Classification & Workforce Planning Programs.	<b>Knowledge</b> of: 3, 4*, 6. <b>Skill</b> in: 7, 8. <b>Ability</b> to: 9, 12, 13, 15, 16.
25	Receives cross-training in Workforce Administration including the Test Development & Administration, Ohio Hiring Management System (OHMS) & Performance Management Programs; performs related administrative duties (e.g., prepares reports & correspondence; maintains &/or oversees human resources records; assists in development of human resources policies & procedures; acts as administrative designee at pre-disciplinary conferences & prepares recommendations; advises & counsels employees & management on human resources practices; prepares cost projections & assists in preparing budget); attends meetings & training sessions as needed.	<b>Knowledge</b> of: 3, 4*. <b>Skill</b> in: 7, 8. <b>Ability</b> to: 9, 10, 11, 12, 13, 14, 15, 16.  * Developed after employment

JOB TITLE  
Human Capital Management Senior Analyst

Appel 6/17/10 Bms

JOB CODE  
64613

List Position Numbers & Job Titles of Positions Directly Supervised:

SIGNATURE OF AGENCY REPRESENTATIVE

DATE



6/17/10