100-000U

POSITION DESCRIPTION

AGENCY/DEPT ID
Department of Administrative Services
DAS301805

DIVISION OR INSTITUTION	UNIT OR OFFICE	COUNTY OF EMPLOYMENT
Human Resources Division	Workforce Administration	Franklin

POSITION NUMBER 20005841

JOB TITLE Human Capital Management Senior Analyst

JOB CODE 64613

☐ Reclassification ☐ New Position ☒ Update

Position Hyperlinked to ☐ Agency Organizational Tree

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

☒ Permanent ☐ Temporary ☐ Intermittent	☒ Classified ☐ Unclassified	Overtime: ☒ Eligible ☐ Exempt If FLSA Exempt, exemption type:	Bargaining Unit 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
45	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.	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. *developed after employment

List Position Numbers & Job Titles of Positions Directly Supervised:	SIGNATURE OF AGENCY REPRESENTATIVE	DATE
	[signature]	6/11/10

Appd 6/13/10 BWB

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JOB CODE 64613

Approved 6/13/10 BMS

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 Group 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 and 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 and 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

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