100-000U

POSITION DESCRIPTION

AGENCY/DEPT ID
Department of Administrative Services
DAS301805

DIVISION OR INSTITUTION	UNIT OR OFFICE	COUNTY OF EMPLOYMENT
Human Resources Division	Office of Talent Management	Franklin

POSITION NUMBER 20005841

☐ 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	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 Appl. 9.18.13 m

JOB DESCRIPTION AND WORKER CHARACTERISTICS

%	Job Duties in Order of Importance	Knowledge, Skills & Abilities
55	Performs one or more advanced sub-programs & makes complex determinations &/or recommendations based on thorough analysis of facts per information collected from assigned agency teams; performs 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 & competency strategy; assists with workforce plan development & monitors plans, tables of organization & succession plans; researches recruitment methods for statewide identified hard-to-fill positions/classifications & assists with methods for advertisement & tools; advises regarding on-boarding programs and tools; advises regarding performance management programs & 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
	Stephen Sarek	9-18-13

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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 2 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

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 & analysis; creates toolkit items, identifies & 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 &/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: Stephen Sarden

DATE: 9/18/13

Approved 9/18/13