

POSITION DESCRIPTION

AGENCY/DEPT ID
Department of Administrative Services
DAS302270

DIVISION OR INSTITUTION
Human Resources

UNIT OR OFFICE
HCM & Agency HR Support
HCM – HR/Position Management

COUNTY OF EMPLOYMENT
Franklin

POSITION NUMBER
20005842

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: 20005852 Human Capital Management Manager

Permanent Classified Overtime: Eligible Exempt
 Temporary Unclassified If FLSA Exempt, exemption type:
 Intermittent Bargaining Unit

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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
70	<p>In the Department of Administrative Services (DAS), Human Resources Division (HRD), Human Capital Management unit (HCM) Position Management section completes complex HR assignments, using independent judgment in situations not previously encountered (e.g. acts as a lead worker over lower level human capital management staff, researches agencies' questions & problems & provides guidance on use of Ohio Administrative Knowledge System (OAKS).); assists agencies in creating & maintaining state agencies budget tables & combo codes; coordinates & leads HCM Lab sessions to train DAS, HRD & state agencies (OAKS) procedures; responsible for testing configuration changes in OAKS; maintains & develops queries in OAKS; assists in reviews of all human resource enhancement requests & makes recommendations for changes; monitors human resource support function; creates HR OAKS job aids; makes presentations at user group meetings; researches difficult inquiries, researches, investigates & processes customer inquiries & provides answers to questions regarding HCM OAKS information; develops policies & procedures regarding human resource functions; makes recommendations on alternative activities with other units within HCM support unit & serves as liaison with state agencies on human resource related issues; creates, answers & assigns helpdesk tickets, Customer Relationship Management (CRM's) to lower level human resource analyst all related human resources; develops & writes human resource procedure memos; monitors timeliness & quality of responses; assists with development & writing of training materials for state agencies; writes policies & procedures for human resource programs; assists in preparation & revision of human resource materials to agencies & employees; acts on behalf of supervisor in supervisor's absence.</p>	<p>Knowledge of: (1) human resources; (2) supervision principles; (3) office practices & procedures; (4) government structure & process*. Skill in: (5) processing human resources using (OAKS HCM module functions); (6) operation of a personal computer & related software, (e.g., MS Word, Excel, Access, PeopleSoft). Ability to: (7) apply principles to solve practical, every day problems; (8) define problems, collect data, establish facts and draw valid conclusions; (9) handle sensitive inquiries from and contacts with officials and general public and (10) resolve complaints from angry citizens and government officials.</p> <p>*developed after employment</p>

JOB TITLE
Human Capital Management Senior Analyst

JOB CODE
64613
App'd 3/15/10 BMS

List Position Numbers & Job Titles of Positions Directly Supervised:

SIGNATURE OF AGENCY REPRESENTATIVE

DATE

3/9/10

