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 20005848

JOB TITLE Human Capital Management Senior Analyst

JOB CODE 64613

Appd 6/13/10 BWD

☐ 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<br>☐ Temporary<br>☐ Intermittent | ☒ Classified<br>☐ Unclassified | Overtime: ☒ Eligible ☐ Exempt<br>If FLSA Exempt, exemption type: | Bargaining Unit<br>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.<br>Skill in (8) personal computer & related software (e.g., Word, Excel, Access, Paradox, PowerPoint, PeopleSoft HCM modules*).<br>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.<br><br>*developed after employment |

| List Position Numbers & Job Titles of Positions Directly Supervised | SIGNATURE OF AGENCY REPRESENTATIVE | DATE |
|---|---|---|
| | B Richardson | 6/11/10 |

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JOB TITLE Human Capital Management Senior Analyst

JOB CODE 64613

Appd 6/13/10 BWD

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; leads fellow Classification & Compensation Group staff in 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.<br>Skill in 8.<br>Ability to 9, 10, 11, 12, 13, 14, 15, 16. |
| 10 | Provide 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 & identifies best practices. | Knowledge of 1, 2, 4, 5, 6*, 7.<br>Skill in 8.<br>Ability to 9, 10, 11, 12, 13, 14, 15, 16.<br><br>*developed after employment |

| List Position Numbers & Job Titles of Positions Directly Supervised: | SIGNATURE OF AGENCY REPRESENTATIVE | DATE |
|---|---|---|
| | B Gerhardstein | 6/11/10 |