

POSITION DESCRIPTION

AGENCY/DEPT ID
Department of Administrative Services
DAS301000

DIVISION OR INSTITUTION
Human Resources Division

UNIT OR OFFICE
Office of Talent Management

COUNTY OF EMPLOYMENT
Franklin

POSITION NUMBER
20005848

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: See Table of Organization

Permanent Classified Overtime: Eligible Exempt Bargaining Unit 22
 Temporary Unclassified If FLSA Exempt, exemption type:
 Intermittent

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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
55	<p>Performs one or more advanced sub-programs and makes complex determinations &/or recommendations based on thorough analysis of facts per information collected from assigned agency teams. Performs multiple 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 and competency strategy; assists with workforce plan development & monitors plans, tables of organization and succession plans; researches recruitment methods for statewide identified hard-to-fill positions/classifications & assists with methods for advertisement and tools; advises regarding on-boarding programs and tools; advises regarding performance management programs and 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.</p>	<p>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.</p> <p>*developed after employment</p>

JOB TITLE
Human Capital Management Senior Analyst

JOB CODE
64613
App'd. 7.8.14 AC

List Position Numbers & Job Titles of Positions Directly Supervised:

SIGNATURE OF AGENCY REPRESENTATIVE DATE



7-8-14

