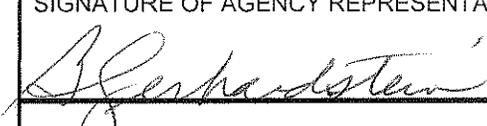


<b>POSITION DESCRIPTION</b>		AGENCY/DEPT ID Department of Administrative Services- DAS301805
DIVISION OR INSTITUTION Human Resources Division	UNIT OR OFFICE Workforce Administration	COUNTY OF EMPLOYMENT Franklin

POSITION NUMBER 20005871  JOB TITLE Human Capital Management Analyst  JOB CODE 64612	<input type="checkbox"/> Reclassification <input type="checkbox"/> New Position <input checked="" type="checkbox"/> Update		Position Hyperlinked to <input type="checkbox"/> Agency Organizational Tree		
	USUAL WORKING TITLE OF POSITION HCM Analyst		POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR 20005907 HCM Manager		
	<input checked="" type="checkbox"/> Permanent <input type="checkbox"/> Temporary <input type="checkbox"/> Intermittent	<input checked="" type="checkbox"/> Classified <input type="checkbox"/> Unclassified	Overtime: <input checked="" type="checkbox"/> Eligible <input type="checkbox"/> Exempt If FLSA Exempt, exemption type:		Bargaining Unit
	NORMAL WORKING HOURS (Explain unusual or rotating shift): FROM: 8:00 a.m. TO: 5:00 p.m.				Page 1 of 2
	<b>JOB DESCRIPTION AND WORKER CHARACTERISTICS</b>				
%	Job Duties in Order of Importance		Knowledge, Skills & Abilities		
65	Completes standard HR assignments for Ohio Hiring Management System (OHMS) & uses sound judgment to make determinations & recommendations as applicable to: OHMS; provides technical Human Resources (HR) support, advice &/or training to state agencies' HR personnel regarding policies, procedures & human resources practices (e.g. utilization & capabilities of Ohio Hiring Management System [OHMS]); responds to oral & written inquiries from agency HR personnel, employees, & general public; consults with agency HR personnel & Applicant Service Provider (ASP) to resolve OHMS technical problems, issues & complaints; drafts, reviews, revises, updates & maintains contents of OHMS related material (e.g. job aids, training manuals, web pages); drafts & prepares human resources correspondence & reports (e.g. system utilization, efficiency gains, recruitment infrastructure needs, surveys); operates personal computer & office equipment to perform duties outlined above; maintains professional relationships with customers, ASP & staff.		Knowledge of: (1) public relations (e.g., protocol for agency contacts); (2) agency policies & procedures (i.e., DAS, HRD/Classification & Recruitment & OHMS policies & procedures)*; (3) interviewing (i.e., solicitation of standard information on one-on-one situation involving interpretation & evaluation of response); (4) Law (i.e., Ohio Revised Code Section 124.14 Job Classification Plans)*. Skill in: (6) Personal Computer (e.g., Microsoft Word, Excel, Access, PowerPoint, Hiring Management System & PeopleSoft). Ability to: (7) define problems, collect data, establish facts & draw valid conclusions; (8) calculate fractions, decimals & percentages; (9) use statistical analysis; (10) prepare meaningful, concise & accurate reports; (11) use proper research methods in gathering data; (12) cooperate with co-workers on group projects; (13) 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	
				6/11/10	

<b>POSITION DESCRIPTION</b>		AGENCY/DEPT ID Department of Administrative Services- DAS301805
DIVISION OR INSTITUTION Human Resources Division	UNIT OR OFFICE Workforce Administration	COUNTY OF EMPLOYMENT Franklin

POSITION NUMBER 20005871	<input type="checkbox"/> Reclassification <input type="checkbox"/> New Position <input checked="" type="checkbox"/> Update		Position Hyperlinked to <input type="checkbox"/> Agency Organizational Tree	
	USUAL WORKING TITLE OF POSITION HCM Analyst		POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR 20005907 HCM Manager	
	<input checked="" type="checkbox"/> Permanent <input type="checkbox"/> Temporary <input type="checkbox"/> Intermittent	<input checked="" type="checkbox"/> Classified <input type="checkbox"/> Unclassified	Overtime: <input checked="" type="checkbox"/> Eligible <input type="checkbox"/> Exempt If FLSA Exempt, exemption type:	Bargaining Unit  Page 2 of 2
	NORMAL WORKING HOURS (Explain unusual or rotating shift): FROM: 8:00 a.m. TO: 5:00 p.m.			
<b>JOB DESCRIPTION AND WORKER CHARACTERISTICS</b>				
%	Job Duties in Order of Importance	Knowledge, Skills & Abilities		
20	Conducts research & collects & analyzes data on specified state job classifications , employment trends, workforce composition, labor market projections &/or retentions issues; collects & reports data in response to national & other state government compensation/salary surveys; assists manager in development of survey instruments & questionnaires used for data collection & analysis; originates detailed & accurate report of findings;	Knowledge of: 1; 2*; 4*. Skill in: 6. Ability to: 7; 9; 10; 11; 13.		
15	Conducts workshops on state employment & hiring processes; assists higher level human capital management personnel in performing other organizational development related duties as requested by management.	Knowledge of: 1; 2*; 4*. Ability to: (14) prepare & deliver speeches before specialized audiences & general public.  *developed after employment		
JOB CODE 64612	JOB TITLE Human Capital Management Analyst	Appnl 6/13/10 BWR	List Position Numbers & Job Titles of Positions Directly Supervised:	
		SIGNATURE OF AGENCY REPRESENTATIVE 	DATE 6/14/10	