100-000U

POSITION DESCRIPTION

AGENCY/DEPT ID
Department of Administrative Services
DAS301805

DIVISION OR INSTITUTION	UNIT OR OFFICE	COUNTY OF EMPLOYMENT
Human Resources	Workforce Administration	Franklin

POSITION NUMBER 20005871

JOB TITLE Human Capital Management Analyst

JOB CODE 64612

☐ Reclassification ☐ New Position ☒ Update

Position Hyperlinked to ☐ Agency Organizational Tree

USUAL WORKING TITLE OF POSITION	POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR
HCM Analyst	20005907 HCM Manager

☒ Permanent ☐ Temporary ☐ Intermittent	☒ Classified ☐ Unclassified	Overtime: ☒ Eligible ☐ Exempt If FLSA Exempt, exemption type:	Bargaining Unit 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
55	Completes assignments which require evaluation, selection & application of HR principles in the performance of standard HR assignments, using sound judgment to make determinations &/or recommendations (i.e. in the performance of duties associated with the Ohio Hiring Management System (OHMS) [e.g. Online Job Application/ Career Portal; Applicant Tracking; Eligible Lists & Online Referrals; Test Statistics, Analysis & Scheduling; Test Management System (TMS)] & civil service & proficiency test administration); provides consultation, training & technical support to state agency HR staff regarding policies, procedures & human resources practices (e.g. utilization & functionality of OHMS & administration of civil service & proficiency examinations); ensures compliance with federal & state laws (e.g. Uniform Guidelines, American with Disabilities Act, Ohio Revised Code/Ohio Administrative Code); responds to telephone & written inquiries from agency HR staff regarding use of OHMS components &/or OHMS technical issues; investigates reported &/or observable technical issues within OHMS; logs case tickets with Applicant Service Provider (ASP) & reports issues; communicates system technical issues, work-around options & resolutions to HR users, internal team, &/or business owners; develops &/or presents training related to OHMS functionality, processes & procedures; plans, coordinates, &/or facilitates OHMS User Group Meetings; drafts, develops, reviews, &/or maintains contents of other material related to OHMS &/or test administration (e.g. job aids, training manuals, standard operating procedures, web pages, webinars, FAQs, system update announcements, testing procedures, exam information); establishes system access for authorized agency users &/or maintains security access forms; provides technical & customer support to job seekers regarding OHMS Online Job Application/Career Portal; responds to telephone & written inquiries concerning the application process (e.g. general information on State of Ohio's recruitment, testing & selection practices &/or technical online application issues).	Knowledge of: (1) human resource practices; (2) automated recruitment management systems; (3) Department of Administrative Services (DAS) human resources policies & procedures *; (4) agency policies & procedures*; (5) government structure & process (e.g. Ohio Revised Code (ORC), Ohio Administrative Code (OAC) & bargaining unit contracts)*; (5) interviewing (i.e. solicitation of standard information in one-on-one situation involving interpretation & evaluation of response); (6) training; (7) public relations; (8) human relations. Skill in: (9) operation of a personal computer & related hardware/software (e.g. Micro Soft Word, Excel, PowerPoint, Visio, Outlook, Ohio Hiring Management System*, & PeopleSoft*); (10) operation of office equipment (e.g. personal computer, laptop, video projector, scanner, fax, teleconferencing equipment) (11) public speaking Ability to: (12) define problems, collect data, establish facts & draw valid conclusions; (13) calculate fractions, decimals & percentages; (14) use statistical analysis (15) prepare meaningful, concise & accurate reports; (16) use proper research methods in gathering data (17) prepare effective correspondence; (18) maintain accurate records ; (19) cooperate with co-workers on group projects; (20) handle sensitive inquiries from & contacts with officials and general public. (21) make presentations. *developed after employment

List Position Numbers & Job Titles of Positions Directly Supervised:	SIGNATURE OF AGENCY REPRESENTATIVE	DATE
		1/12/12

Appd 1/12/12 BMO

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USUAL WORKING TITLE OF POSITION: HCM Analyst

POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR: 20005907 HCM Manager

☒ Permanent ☐ Temporary ☐ Intermittent

☒ Classified ☐ Unclassified

Overtime: ☒ Eligible ☐ 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.

JOB TITLE: Human Capital Management Analyst

JOB CODE: 64612

Appd 1/12/12 BMO

JOB DESCRIPTION AND WORKER CHARACTERISTICS

%	Job Duties in Order of Importance	Knowledge, Skills & Abilities
25	Assists with implementation of Civil Service Testing Reform (e.g. advises agency HR staff on use of existing OHMS testing features to post exams, schedule applicants, score results &/or generate testing analytics; administers & score exams for agencies, as requested); assists in implementation of OHMS Test Management System (TMS) (e.g. tests system requirements; develops standard operating procedures for internal use of system & state-wide implementation).	Knowledge of: 1; 2; 3*; 5*. Skill in: 9; 10; 11 Ability to: 12; 14; 15; 16; 19
20	Performs related administrative duties (e.g. prepares reports & correspondence; maintains &/or oversees human resources records/logs; ensures confidential information is properly maintained); assists in development of relevant human resources policies & procedures; receives cross-training in other areas of Workforce Administration including Test Development, Compensation & Workforce Planning; Drug-Free Workplace Management; &/or Performance Management	Knowledge of: 1; 2; 3*; 5*. Skill in: 9; 10; Ability to: 12; 13; 14; 15; 16; 17; 18; 19 *developed after employment

List Position Numbers & Job Titles of Positions Directly Supervised:

SIGNATURE OF AGENCY REPRESENTATIVE: [signature]

DATE: 7/4/12