

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 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 SEE TABLE OF ORGANIZATION	
	<input checked="" type="checkbox"/> Permanent <input type="checkbox"/> Temporary <input type="checkbox"/> Intermittent	<input checked="" type="checkbox"/> Classified <input type="checkbox"/> Unclassified <input type="checkbox"/> Essential	Overtime: <input checked="" type="checkbox"/> Eligible <input type="checkbox"/> Exempt If FLSA Exempt, exemption type:	Bargaining Unit 22 PR 10 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		
60	Completes assignments which require evaluation, selection & application of Human Resources (HR) principles in performance of standard HR assignments, using sound judgment to make determinations &/or recommendations; performs two or more human resources sub-programs (i.e., performs position description reviews and approvals & collects and manipulates data & analyzes trends); assists in developing &/or updating position descriptions, classifications (e.g., performs job audits & compliance reviews; evaluates jobs to determine appropriate classification or position; approves position specific minimum qualifications) & workforce planning reports using sound HR techniques & ensuring compliance with federal & state laws (e.g., EEOC Uniform Guidelines, Americans with Disabilities Act, Ohio Revised Code/Ohio Administrative Code); learns to conduct job analysis (e.g., long & short versions) to assess & identify essential job functions & knowledge, skills, abilities, & competencies to perform essential tasks; queries & creates Ohio Administrative Knowledge System (OAKS) EPM reports as required; travels throughout state to perform HR training & to meet with agencies; provides consulting services to state agencies for position descriptions and workforce planning reporting (e.g., advocates & ensures appropriate use of state classification system when creating and updating position descriptions; advises agencies on how to create position descriptions and run workforce planning reports); creates &/or makes recommendations for standard operating procedures for office & changes to office website.	Knowledge of: (1) agency policies & procedures (e.g. position description authorization & HR-D-15-Workforce Planning)*; (2) state laws & regulations (e.g., Ohio Revised Code Chapter 124, Ohio Administrative Code Chapter 123 & bargaining unit contracts)*; (3) federal human resources & laws (e.g., EEOC Uniform Guidelines of 1978, Americans with Disabilities Act); (4) Human Resources (e.g., job analysis, classifications, compensation models); (5) workforce planning; (6) training*; (7) human relations; (8) statistics; (9) labor relations. Skill in: (10) use of personal computer including hardware & software (e.g., Microsoft Word, Excel, Access, PowerPoint, Internet, testing software, OAKS*, Ohio Hiring Management System (OHMS)*). Ability to: (11) produce written communications; (12) research & evaluate many variables & determine specific action; (13) define problems, collect data, establish facts & draw valid conclusions; (14) gather, collate & classify information about data, people or things. *developed after employment.		
List Position Numbers & Job Titles of Positions Directly Supervised:		SIGNATURE OF AGENCY REPRESENTATIVE 	DATE 7-8-14	

JOB CODE TITLE
 64612 Human Capital Management Analyst

JOB CODE
 64612 *Appl 7.8.14 ac*

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

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	USUAL WORKING TITLE OF POSITION HCM Analyst		POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR SEE TABLE OF ORGANIZATION	
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				Bargaining Unit 22 PR 10 Page 2 of 2

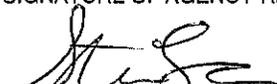
NORMAL WORKING HOURS (Explain unusual or rotating shift):
FROM: 8:00 A.M. TO: 5:00 P.M.

JOB DESCRIPTION AND WORKER CHARACTERISTICS

%	Job Duties in Order of Importance	Knowledge, Skills & Abilities
30	Provides input to & participates in state-wide initiatives: assists with running BI reports as needed; updates unit's SharePoint web application platform; assists higher level analysts with developing &/or presenting state-wide training (e.g., web-based or traditional training), instructor/participant guides & other training materials (e.g., job analysis, position descriptions) ensuring materials appropriate to level of participants; participates in classification plan &/or workforce planning initiatives (e.g., reviews guides and materials related to program initiatives & applies knowledge to address requests or develops recommendations; prepares/presents reports; participates in focus groups & other agency communication efforts; provides assistance to agencies; assists with implementation of program initiatives).	Knowledge of: (1)*; (2)*; (3); (4); (6); (7)*. Skill in: (10); (15) Customer Service. Ability to: (12); (13); (14); (16) Prepare & deliver speeches before specialized audience.
10	Performs other related duties as assigned: attends meetings; researches classification specifications, labor market & other relevant information as needed; conducts special training as assigned; participates in statewide recruitment efforts; provides support & assistance to other sections within Office of Talent Management group as needed (e.g., Agency Outreach, Classification & Workforce Planning, Talent Acquisition & Performance Management & Succession Planning).	Knowledge of: (1)*; (2)*; (4); (6); (9) Skill in: (10); (15) Ability to: (11); (12); (13); (14)

Unusual Working Conditions: May require travel. Must have valid state driver's license or provide own transportation.

JOB CODE TITLE
64612 *Carol 7.8.HAC* Human Capital Management Analyst

List Position Numbers & Job Titles of Positions Directly Supervised:	SIGNATURE OF AGENCY REPRESENTATIVE 	DATE 7-8-14
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