

POSITION DESCRIPTION

AGENCY/DEPT ID
Department of Administrative Services-
DAS302160

DIVISION OR INSTITUTION
Human Resources Division

UNIT OR OFFICE
Organizational Development OHMS

COUNTY OF EMPLOYMENT
Franklin

POSITION NUMBER
20005871

Reclassification

New Position

Update

Position Hyperlinked to

Agency Organizational Tree

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

Bargaining Unit

If FLSA Exempt, exemption type:

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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
65	<p>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.</p>	<p>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)*.</p> <p>Skill in: (6) Personal Computer (e.g., Microsoft Word, Excel, Access, PowerPoint, Hiring Management System & PeopleSoft).</p> <p>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.</p> <p>*developed after employment</p>

JOB TITLE
Human Capital Management Analyst

JOB CODE
64612

List Position Numbers & Job Titles of Positions Directly Supervised:

SIGNATURE OF AGENCY REPRESENTATIVE

DATE



3/16/10

