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 Hiring Management Group	Franklin

POSITION NUMBER 20005886

☐ Reclassification ☐ New Position ☒ Update

Position Hyperlinked to ☐ Agency Organizational Tree

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

☒ Permanent ☐ Temporary ☐ Intermittent	☒ Classified ☐ Unclassified	Overtime: ☐ Eligible ☒ Exempt If FLSA Exempt, exemption type:	Bargaining Unit Page 1 of 3

NORMAL WORKING HOURS (Explain unusual or rotating shift):
FROM: 8:00 a.m. TO: 5:00 p.m.

JOB TITLE Human Capital Management Senior Analyst

JOB CODE 64613

Appd 1/18/11 BMO

JOB DESCRIPTION AND WORKER CHARACTERISTICS

%	Job Duties in Order of Importance	Knowledge, Skills & Abilities
40	Performs complex HR assignments using independent judgment for the Hiring Management Group; completes assignments related to analysis of materials & application of professional HR principles related to test administration, test security & test site logistics; uses sound judgment to conduct research on best practices; assists in development of human resources policies & procedures to make determinations &/or recommendations as applicable to civil service & proficiency test administration (e.g., conduct research on best practices in test administration, test security& testing logistics); creates reports, informational & training documents to assist in overall effectiveness of civil service & statewide proficiency test administration efforts; consults with agencies & develops & delivers presentations to agencies on test administration topics (e.g., testing site management, exam proctoring, test security protocols); uses software (e.g., Excel, Word, PowerPoint) to produce documents (e.g., reports, job aids, informational brochures, training materials).	Knowledge of: (1) personnel administration, human resources practices & procedures, customer service; (2) DAS policy & procedures*; (3) Ohio Revised Code & Ohio Administrative Code* (e.g. civil service testing). Skill in: (4) operation of personal computer & related hardware/software (e.g., Word, Excel); (5) software for reporting, record keeping, data entry (e.g. testing software, Ohio Hiring Management System (OHMS), TRAC)*. Ability to: (6) follow instructions. (7) apply principles to solve practical everyday problems; (8) apply principals to define problems, collect data, establish facts & draw valid conclusions; (9) write concise, accurate letters, proofread, recognize errors & make corrections; (10) handle sensitive issues & disagreeable customers; (11) cooperate with co-workers on group projects; (12) deal with problems involving several variables in familiar & unfamiliar context; (13) add, subtract, multiply & divide whole numbers; (14) write concise accurate reports; (15) work well in groups & share responsibility for group tasks. *developed after employment

List Position Numbers & Job Titles of Positions Directly Supervised:	SIGNATURE OF AGENCY REPRESENTATIVE	DATE
	Brenda Richardson	1-18-11

100-000U

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AGENCY/DEPT ID
Department of Administrative Services-DAS301805

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

POSITION NUMBER 20005886

JOB TITLE Human Capital Management Senior Analyst

JOB CODE 64613

Appd 1/18/11 Bnes

☒ Reclassification ☐ New Position ☐ Update

Position Hyperlinked to ☐ Agency Organizational Tree

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

☒ Permanent ☐ Temporary ☐ Intermittent	☒ Classified ☐ Unclassified	Overtime: ☐ Eligible ☒ Exempt If FLSA Exempt, exemption type:	Bargaining Unit Page 2 of 3

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
20	Performs related administrative duties; coordinates scheduling of monthly civil service examinations; revises & issues announcements for existing & new civil service examinations & registers; responsible for electronic distribution of announcements & registers to customers mandated by Ohio Revised &/or Administrative Code & policies, other state agencies & other interested parties; updates distribution lists ; maintains testing logs; records testing data; searches files & records to resolve issues & questions concerning test administration; independently reviews applications submitted by public for civil service examinations; creates pool of applicants eligible to test by approving or disapproving applications based on assessment of applicant's qualifications (e.g., training, education & experience) from state application & supplemental questionnaire; assists in determining overall effectiveness of civil service testing efforts.	Knowledge of: 1; 2*, 3*. Skill in: 4, 5*. Ability to: 6, 7, 8, 10, 11, 12, 15; (16) answer routine telephone inquiries from customers or general public..
15	Verifies accuracy of applicant information on testing rosters (e.g., name, person ID) before registration; checks credentials of applicants arriving for testing against testing rosters; evaluates discrepancies during registration/administration processes & determines appropriate action; follows up with recommendations for improving administration of exams; ensures confidential information is properly maintained (e.g., test booklets, test answer keys, applicant answer sheets); reviews test scores to ensure accuracy of results; posts civil service examination announcements & supplemental questions on Ohio Hiring Management System (OHMS); coordinates with Test Development Manager regarding release of revised & new civil service examinations & proficiency examinations; ensures that examinations are entered into testing software for applicant tracking.	Knowledge of: 1, 2*; 3*. Skill in: 4, 5*. Ability to: 6, 7, 8, 10, 11, 12, 14, 15.
15	Completes special projects as assigned; develops, updates, & maintains standard operating procedures documenting all test administration processes & procedures for distribution to staff & other agencies as needed; travels to state agencies; attends meetings with other state agencies to provide technical assistance; creates drafts of test administration policies & procedures; makes recommendations to supervisor to amend rules, collective bargaining provisions & laws related to testing work processes; responds to &/or generates correspondence; responds to telephone & email inquiries.	Knowledge of: 1, 2*; 3*. Skill in: 4, 5*. Ability to: 6, 7, 11, 12, 14, 15. *developed after employment

List Position Numbers & Job Titles of Positions Directly Supervised:	SIGNATURE OF AGENCY REPRESENTATIVE	DATE
	Brenda Eckenstein	1/18/11

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 Hiring Management Group	Franklin

POSITION NUMBER 20005886

JOB TITLE Human Capital Management Senior Analyst

JOB CODE 64613

Appd 1/18/11 BWS

☒ 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
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 DESCRIPTION AND WORKER CHARACTERISTICS

%	Job Duties in Order of Importance	Knowledge, Skills & Abilities
10	Prepares correspondence regarding military credit, testing procedures & other examination information; assists other agencies with civil service testing procedures, & the use of OHMS features related to test administration; attends classes, conferences, & trainings; remains current with software & hardware associated with regular job duties; travels & stays overnight for testing as needed; serves as assistant to lower-level HCM staff as needed; performs other related duties as assigned (e.g., ensures continuous service delivery in supervisor's absence; operates photocopier to reproduce copies of letters, forms, & reports; operates fax machine to transmit documents as requested).	Knowledge of: 1, 2*, 3*. Skill in: 4, 5*. Ability to: 6, 7, 8, 11, 12, 14, 15, 16. *developed after employment

List Position Numbers & Job Titles of Positions Directly Supervised:

SIGNATURE OF AGENCY REPRESENTATIVE: Brenda Rhodstein

DATE: 1-18-11