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 20005886

JOB TITLE Human Capital Management Senior Analyst

JOB CODE 64613

Appd 1/20/12 BMO

☐ Reclassification ☐ New Position ☒ Update

Position Hyperlinked to ☐ Agency Organizational Tree

USUAL WORKING TITLE OF POSITION	POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR
HCM Sr. 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 DESCRIPTION AND WORKER CHARACTERISTICS

%	Job Duties in Order of Importance	Knowledge, Skills & Abilities
25	Completes assignments characterized by analysis of materials & application of professional HR principles in the performance of complex HR assignments, using independent judgment in situations not previously encountered (i.e., in the performance of duties associated with 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); independently makes complex determinations &/or recommendations to supervisor based on thorough analysis of facts; serves as OHMS lead system administrator (e.g. identifies & analyzes complex & unusual system problems; investigates issues to determine when, where, why & how problem occurred; works with Applicant Service Provider (ASP) to determine impact & implement solutions; validates data to ensure problem resolution; leads validation of new system enhancements &/or new processes & procedures released by ASP; documents results; develops &/or revises training materials; trains internal team & external users on enhancements &/or new processes & procedures; develops new processes & procedures to implement additional modules of OHMS [e.g. TMS]; documents requirements; conducts gap analysis to determine needed enhancements; creates project timeline & process charts; leads new module functionality testing for quality assurance & assesses possible statewide impact prior to moving changes into production environment; consults with agency HR users to ensure system is configured & maintained to support statewide agency recruitment & selection efforts; adds, updates, maintains &/or modifies data tables in system; participates in webinars & forums hosted by ASP & represents state's position on enhancement requests &/or system changes.	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 [NEOGOV Insight, OHC & TMS]*, & 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) makes presentations to small & large audiences. *developed after employment

List Position Numbers & Job Titles of Positions Directly Supervised:	SIGNATURE OF AGENCY REPRESENTATIVE	DATE
	B Gerlandstein	1/20/12

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	Franklin

POSITION NUMBER 20005866

☐ Reclassification ☐ New Position ☒ Update

Position Hyperlinked to ☐ Agency Organizational Tree

USUAL WORKING TITLE OF POSITION: HCM Sr. 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 Senior Analyst

JOB CODE: 64613

Appd 1/20/12 BMO

JOB DESCRIPTION AND WORKER CHARACTERISTICS

%	Job Duties in Order of Importance	Knowledge, Skills & Abilities
40	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 ASP to report 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.	Knowledge of: 1; 2; 3*; 5*, 6, 7, 8. Skill in: 9; 10; 11. Ability to: 12; 14; 15; 16; 19, 20, 21.
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, scores results, &/or generate testing analytics; administers & scores exams for agencies, as requested; assists in development of relevant human resources policies & procedures; performs related administrative duties (e.g. prepares reports & correspondence; maintains &/or oversees human resources records/logs; ensures confidential information is properly maintained); 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: 1/20/12

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	Franklin

POSITION NUMBER 20005866

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Position Hyperlinked to ☐ Agency Organizational Tree

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HCM Sr. Analyst	20005907 HCM Manager

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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 1/20/12 BMO

JOB DESCRIPTION AND WORKER CHARACTERISTICS

%	Job Duties in Order of Importance	Knowledge, Skills & Abilities
10	Provides technical & non-technical customer support to job seekers regarding OHMS Online Job Application/Career Portal; responds to telephone & written inquiries concerning application process (e.g. general information about State of Ohio's recruitment, testing & selection practices &/or technical online application issues).	Knowledge of: 1; 2; 3*; 5*. Skill in: 9; 10. Ability to: 12; 13; 14; 15; 16; 17; 18; 19, 20. *developed after employment

List Position Numbers & Job Titles of Positions Directly Supervised:	SIGNATURE OF AGENCY REPRESENTATIVE	DATE
	[signature]	1/20/12