100-000U

# POSITION DESCRIPTION

AGENCY/DEPT ID
Department of Administrative Services
DAS301000

| DIVISION OR INSTITUTION | UNIT OR OFFICE | COUNTY OF EMPLOYMENT |
|---|---|---|
| Human Resources Division | Office of Talent Management | Franklin |

POSITION NUMBER 20005886

JOB TITLE Human Capital Management Senior Analyst

JOB CODE 64613 Appd 3.10.15 AC

☐ 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 | See Table of Organization |

| | | | |
|---|---|---|---|
| ☒ Permanent<br>☐ Temporary<br>☐ Intermittent | ☒ Classified<br>☐ Unclassified | Overtime: ☐ Eligible ☒ Exempt<br>If FLSA Exempt, exemption type: | Bargaining Unit 22<br>Page 1 of 2 |

NORMAL WORKING HOURS (Explain unusual or rotating shift):
FROM: 8:00 am TO: 5:00 pm

## JOB DESCRIPTION AND WORKER CHARACTERISTICS

| % | Job Duties in Order of Importance | Knowledge, Skills & Abilities |
|---|---|---|
| 55 | Performs one or more advanced sub-programs and makes complex determinations &/or recommendations based on thorough analysis of facts per information collected from assigned agency teams. Performs multiple human resources sub-programs for assigned consulting agency(ies) as needed (e.g., composes, processes & approves position descriptions for PD decentralized agency; consults to maintain the State class plan, compensation plan and competency strategy; assists with workforce plan development & monitors plans, tables of organization and succession plans; researches recruitment methods for statewide identified hard-to-fill positions/classifications & assists with methods for advertisement and tools; advises regarding on-boarding programs and tools; advises regarding performance management programs and tools; collects & manipulates data & analyzes trends, assists with planning & implementation of strategic human resources initiatives & agency action plans; identifies unusual applicant tracking system problems; investigates issues to determine when, where, why & how problem occurred, conducts validation of new system enhancements &/or new processes & procedures released). Performs quality assurance reviews at the agency level to monitor compliance with Department of Administrative Services (DAS), Human Resource Division (HRD), Office of Talent Management program policies, etc. | Knowledge of: (1) workforce planning, (2) employee training development, (3) human resource development, (4) DAS human resources policies & procedures*, (5) government structure & process (e.g., Ohio Revised Code (ORC), Ohio Administrative Code (OAC))*, (6) interviewing.<br>Skill in: (7) operation of a personal computer & related software (e;g., Microsoft Word, Access, Project, Excel & Visio), (8) office equipment operations (e.g., laptop, video projector, phone, tele-conferencing).<br>Ability to: (9) define problems, collect data, establish facts & draw valid conclusions, (10) add, subtract, multiply & divide whole numbers, (11) calculate fractions, decimals & percentages, (12) maintain accurate records, (13) prepare meaningful, concise & accurate reports, (14) use proper research methods in gathering data, (15) gather, collate & classify information about data, people or things, (16) handle sensitive inquiries from & contacts with officials & general public.<br><br>*developed after employment |

| List Position Numbers & Job Titles of Positions Directly Supervised: | SIGNATURE OF AGENCY REPRESENTATIVE | DATE |
|---|---|---|
| | Kevin W. Mulstead | 3/10/15 |

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POSITION NUMBER 20005886

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Position Hyperlinked to ☐ Agency Organizational Tree

USUAL WORKING TITLE OF POSITION: HCM Senior Analyst

POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR: See Table of Organization

☒ Permanent ☐ Temporary ☐ Intermittent

☒ Classified ☐ Unclassified

Overtime: ☐ Eligible ☒ Exempt

If FLSA Exempt, exemption type:

Bargaining Unit 22



NORMAL WORKING HOURS (Explain unusual or rotating shift):
FROM: 8:00 am TO: 5:00 pm

JOB TITLE: Human Capital Management Senior Analyst

JOB CODE 64613 Appd 3.10.15 AC

## JOB DESCRIPTION AND WORKER CHARACTERISTICS

| % | Job Duties in Order of Importance | Knowledge, Skills & Abilities |
|---|---|---|
| 20 | Performs related administrative duties (e.g., prepares reports & correspondence; maintains &/or oversees human resources records; prepares personal service contracts &/or proposals; assists in development of human resources policies & procedures; develops &/or revises training materials; advises & counsels employees & management on human resources practices; prepares cost projections & analysis; researches & drafts responses to customers; reviews proposed legislation & advises regarding impacts following thorough analysis of data/information and analysis; creates toolkit items, identifies and communicates applicable resources; creates project timeline & process charts. | Knowledge of: 3, 4*, 6.<br>Skill in: 7, 8.<br>Ability to: 9, 12, 13, 15, 16. |
| 25 | Serves as management representative at personnel board of review hearings; delivers presentations regarding new or revised rules or procedures; attends meetings, conferences &/or workshops; plans and/or conducts meetings, workshops, webinars or other large meetings to peers, leadership, employees, supervisors, etc.; | Knowledge of: 3, 4*.<br>Skill in: 7, 8.<br>Ability to: 9, 10, 11, 12, 13, 14, 15, 16.<br><br>**Unusual Working Conditions:** May require travel. Must have valid state driver's license or provide own transportation.<br><br>*developed after employment |

List Position Numbers & Job Titles of Positions Directly Supervised:

SIGNATURE OF AGENCY REPRESENTATIVE: Kevin M. Mulstead

DATE: 3/10/15