

POSITION DESCRIPTION		AGENCY/DEPT ID Department of Administrative Services- DAS301805
DIVISION OR INSTITUTION Human Resources	UNIT OR OFFICE Workforce Administration	COUNTY OF EMPLOYMENT Franklin

POSITION NUMBER 20005886	<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 Senior Analyst		POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR 20005907 HCM Manager	
	<input checked="" type="checkbox"/> Permanent <input type="checkbox"/> Temporary <input type="checkbox"/> Intermittent	<input checked="" type="checkbox"/> Classified <input type="checkbox"/> Unclassified	Overtime: <input type="checkbox"/> Eligible <input checked="" type="checkbox"/> 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	Coordinates & approves the scheduling of monthly civil service examinations; revises & issues announcements for existing & new civil service examinations & registers; responsible for the mailing of announcements & registers to counties, local governments, courthouses, One Stops, Joint Vocational Schools (JVS), other state agencies & other interested parties; works with other agencies to revise & issue agency specific announcements for examinations; monitors, reviews & approves ordering of paper & mailing labels; updates mailing list; maintains logs; records data collection media; searches files & records to resolve issues & questions concerning test administration.	Knowledge of: 1; 2*. Skill in: 3. Ability to: 4; 5; 6; 8; 9; 10; 13; 14.
10	Completes special projects as assigned; writes training manuals for distribution to staff & other agencies as needed; prepares & delivers formalized classroom & informal training to staff members & agency representatives to inform & update them on civil service laws, rules & applicable procedures; travels to state agencies; attends meetings with other State agencies to provide technical assistance; creates drafts of personnel policies & procedures; makes recommendations to amend rules, collective bargaining provisions & laws related to work processes for review; responds to &/or generates correspondence; responds to telephone inquiries.	Knowledge of: 1, 2*. Skill in: 3. Ability to: 4; 5; 6; 8; 9; 10; 13; 14.
20	Ensures that lower level HCM Analysts prepare the testing & reception area for business each day; coordinates with Test Management Manager regarding the release of revised & new civil service examinations & proficiency examinations; ensures that examinations are entered into TRAC (applicant tracking system) software for administration.	Knowledge of: 1, 2*. Skill in: 3. Ability to: 4; 5; 9; 10; 12; 13.

JOB CODE 64613 App'd 6/10/10 BWD

JOB TITLE Human Capital Management Senior Analyst

List Position Numbers & Job Titles of Positions Directly Supervised:	SIGNATURE OF AGENCY REPRESENTATIVE 	DATE 6/11/10
--	--	-----------------

