

POSITION DESCRIPTION		AGENCY/DEPT ID Department of Administrative Services DAS302245
DIVISION OR INSTITUTION Human Resources	UNIT OR OFFICE State HR Operations	COUNTY OF EMPLOYMENT Franklin

POSITION NUMBER 20005888	<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 Human Capital Management Analyst		POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR 20005912 Human Capital Management 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 checked="" type="checkbox"/> Eligible <input type="checkbox"/> Exempt If FLSA Exempt, exemption type:	Bargaining Unit Page 1 of 2
	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
75	Independently complete assignments requiring evaluation, selection & application for processing standard HR assignments: process & approve or disapprove human resources paperwork such as personnel actions, prior service credit, return from leave & layoff lists in accordance with applicable civil service laws, rules, policies & procedures &/ or collective bargaining contract provisions (e.g., evaluates & enters Personnel, Payroll & Certification actions received from Human Resource Administrators, personnel officers & payroll officers of state agencies to ensure completed processing of personnel transactions; complies with applicable civil service laws & rules, collective bargaining agreements & Department of Administrative Services' (DAS) policies & procedures; reviews & enters personnel actions into computer system, evaluates personnel actions for accuracy, completeness, consistency & compliance with applicable civil service laws, rules, procedures & collective bargaining agreements; evaluates personnel actions to ensure accurate appointments pertaining to certification eligible lists based on applicable civil services laws, rules, policies, & procedures & collective bargaining contract provisions & follows-up on questions or problems & explains decisions to submitting decentralized agencies; affixes director of DAS' signature to specified transactions processed; consults with decentralized agencies processing personnel actions & updating information on computer system; makes changes to employee history, verifies accuracy of step rosters & takes necessary actions to adjust employee records; resolves payroll discrepancies, enter & retrieves employment data relative to personnel transactions being processed in the computer system; calculates & verifies retention points for layoffs for state agencies: researches files, ensures accuracy of computer entries	Knowledge of (1) public relations, (2) agency policies & procedures* (e. g., Ohio Administrative Code Chapter 124.14)* Personnel Action Processing Manual* collective bargaining provisions, (3) government structure & process*. Skill in (4) use of personal computer & associated hardware/software (e. g., Microsoft Word, Excel, Outlook; PeopleSoft)*. Ability to (5) define problems, collect data, establish facts & draw valid conclusions; (6) gather, collect data, collate information about data; (7) use proper research methods to handle routine & sensitive inquiries from & in person contacts with variety of customers; (8) cooperate with co-workers on group projects.
		*developed after employment

JOB CODE 64612	JOB TITLE Human Capital Management Analyst	List Position Numbers & Job Titles of Positions Directly Supervised:	SIGNATURE OF AGENCY REPRESENTATIVE 	DATE 6/11/10

