



<b>POSITION DESCRIPTION</b>		AGENCY/DEPT ID Department of Administrative Services DAS302130
DIVISION OR INSTITUTION Human Resources	UNIT OR OFFICE HCM & Agency HR Support Agency HR Support	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 checked="" type="checkbox"/> Classified                     Overtime: <input checked="" type="checkbox"/> Eligible <input type="checkbox"/> Exempt		Bargaining Unit  Page 2 of 2
<input type="checkbox"/> Temporary <input type="checkbox"/> Intermittent <input type="checkbox"/> Unclassified                     If FLSA Exempt, exemption type:		

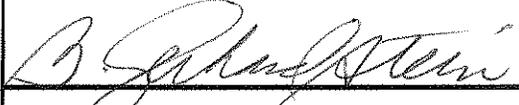
NORMAL WORKING HOURS (Explain unusual or rotating shift):  
 FROM: 8:00 a.m. TO: 5:00 p.m.

**JOB DESCRIPTION AND WORKER CHARACTERISTICS**

%	Job Duties in Order of Importance	Knowledge, Skills & Abilities
15	Works with other analyst in monitoring PAs submitted by agencies to ensure compliance with applicable civil service laws, rules, & applicable collective bargaining agreements & notes; participates as member of team in conducting compliance reviews; provides technical advice & training to new & current Human Resources personnel of state agencies; serves as resource for state agency Human Resources Personnel; participates in seminars & training for state Human Resources personnel & other agency staff regarding new policies & procedures; provides on-line computer training; attends meetings with Office of Collective Bargaining representative as assigned; attends staff, section, division & agency-wide meetings & training/human resources conferences as required to keep abreast of changes; provides input &/or interacts with customers; explains personnel processes & procedures to high-ranking agency administrators.	Knowledge of 1, 2*, 3*. Skill in : 4 Ability to: 5, 6, 7, 8, (9) deal with problems involving several variables in familiar context, (10) comprehend simple sentences with common vocabulary, (11) copy material accurately & recognize grammatical & spelling errors, (12) understand manuals & verbal instructions, technical in nature, (13) check pairs of items that are similar of dissimilar, (14) work alone on most tasks.
5	Carries out special projects as assigned (e. g., assists in writing training manuals; prepares & delivers formalized classroom & informal training to initially inform & update state agencies on civil service laws, rules, & applicable procedures; travels to state agencies to provide technical assistance & listen to concerns of customers).	Knowledge of 1, 2*, 3*. Skill in 4. Ability to 10, 12, 13, 14.
5	Answers telephone, talk to visitors (e. g., applicants, employees, personnel representatives, governmental officials, general public, union officials); opens, stamps & sorts incoming mail; mails out requested lists, provisional authorizations).	Knowledge of 1, 2*, 3*. Skill in 4. Ability to 7, 8, 10, 11, 15.

\*developed after employment

JOB CODE 64612    
 Appeal 3/8/10 B/nc    
 JOB TITLE HumanCapital Management Analyst

List Position Numbers & Job Titles of Positions Directly Supervised:	SIGNATURE OF AGENCY REPRESENTATIVE 	DATE 3/8/10
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