

POSITION DESCRIPTION		AGENCY/DEPT ID Administrative Services DAS301000
DIVISION OR INSTITUTION Human Resources	UNIT OR OFFICE HR Operations	COUNTY OF EMPLOYMENT Franklin

POSITION NUMBER 20005888 JOB TITLE Human Capital Management Associate JOB CODE 64611 <i>Copied 9/15/14</i>	<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 Associate		POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR See Table of Organization	
	<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: _____ TO: _____			
	JOB DESCRIPTION AND WORKER CHARACTERISTICS			
	%	Job Duties in Order of Importance	Knowledge, Skills & Abilities	
	60	Develops technical Human Resources skills, knowledge & abilities in the performance of basic HR assignments requiring the application of HR practices to make decisions which have prescribed outcomes (e.g., answers general agency questions, enters routine job data or position entry) applicable to the Human Capital Management (HCM) Ohio Administrative Knowledge System (OAKS) module; through on the job training learns to perform routine professional & administrative HR support functions to assist the HR Operations Agency HR Support team (e.g., date stamp & log personnel actions received, reviews personnel actions for accuracy); assists Agency HR Support by applying civil service laws, rules, policies, procedures & collective bargaining agreements; provides assistance to higher level HCM analysts, state agencies & general public by exercising limited professional HR judgment; reviews HR information in OAKS HCM, makes updates & assists agencies with routine data corrections; consults with higher lever HCM analysts to obtain information necessary to respond to more technical inquiries.	Knowledge of (1) public relations, (2) human resources, (3) agency policies & procedures (e. g., Ohio Administrative Code Chapter 124.14) Personnel Action Processing Manual, HCM Job Aids, collective bargaining provisions*, (4) government structure & process*. Skill in (5) use of personal computer & associated hardware/software (e. g., Microsoft Word, Excel, Outlook; PeopleSoft)*. Ability to (6) define problems, collect data, establish facts & draw valid conclusions; (7) gather, collect data, collate information about data; (8) use proper research methods to handle routine & sensitive inquiries from & in person contacts with variety of customers; (9) cooperate with co-workers on group projects.	
	20	Assists in monitoring, preparing & processing forms & reports for the Agency HR Support Unit (e.g., certification requests, verifying retention points, step rosters); assists Agency HR Support Unit with special assignments (e.g., review training materials, assist with agency training, OAKS system testing).	Knowledge of: 1, 2, 3*, 4*. Skill in: 5 Ability to: 6, 7, 8, 9.	
			*developed after employment	
	List Position Numbers & Job Titles of Positions Directly Supervised:		SIGNATURE OF AGENCY REPRESENTATIVE <i>Shirley M. Trudstead</i>	DATE 8/29/14

