

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 20005889	<input checked="" 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 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:
	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
25	Consults with human resource personnel from state agencies (e.g., coordinates personnel action compliance reviews for PA decentralized agencies, assists agencies with layoffs.); prepares & conducts training for DAS HRD staff & agency human resources personnel (e.g., prior service, personnel actions, job data & positions transactions); updates &/or revises personnel action manual & job aids for distribution to staff & other agencies.	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.
15	Performs related administrative duties (e.g., drafts correspondence & reports, participates in meetings, responds to inquiries made via phone, email or letter); operates personnel computer to enter & access data & generate reports & documents; in supervisor's absence, ensures unit's daily operations & services are maintained.	Knowledge of: 1, 2*, 3*. Skill in: 4. Ability to: 10, 12, 13, 14. *developed after employment

List Position Numbers & Job Titles of Positions Directly Supervised:	SIGNATURE OF AGENCY REPRESENTATIVE 	DATE 6/23/11
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JOB CODE 64612 Appeal 7/1/11 BMD JOB TITLE HumanCapital Management Senior Analyst