100-000U

POSITION DESCRIPTION

AGENCY/DEPT ID
Department of Administrative Services
DAS301000

DIVISION OR INSTITUTION	UNIT OR OFFICE	COUNTY OF EMPLOYMENT
Human Resources	State HR Operations	Franklin

POSITION NUMBER 20005889

☐ Reclassification ☐ New Position ☒ Update

Position Hyperlinked to ☐ Agency Organizational Tree

USUAL WORKING TITLE OF POSITION: HCM Senior Analyst

POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR: See Table of Organization

☒ Permanent ☐ Temporary ☐ Intermittent

☒ Classified ☐ Unclassified

Overtime: ☒ Eligible ☐ Exempt

If FLSA Exempt, exemption type:

Bargaining Unit

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

JOB TITLE: Human Capital Management Senior Analyst

JOB CODE: 64613 Appd. 8.29.14

JOB DESCRIPTION AND WORKER CHARACTERISTICS

%	Job Duties in Order of Importance	Knowledge, Skills & Abilities
60	Acts as lead worker: provides on the job training, work direction & technical assistance to lower-lever Human Capital Management (HCM) Analysts in assigned work unit to ensure compliance with applicable civil service laws & rules & DAS polices & procedures related to personnel actions (e.g., advance step hires, prior service, return from leaves, wage progression.) & certification lists (e.g., provisional authorization requests, layoff & certification lists); reviews & approves or disapproves most complicated human resources functions including those referred by lower-level HCM analysts because of questions & concerns, contacts agencies to obtain additional information & explains decisions & provides technical advice & assistance; monitors work activities of lower-level HCM analysts (e.g., provide updates &/or clarification on work procedures, recommends adjustments to workloads &/or agency assignments.); provides updates to immediate supervisor regarding operations of the unit (e.g., problematic issues &/or transactions, co-worker performance, visits or phone calls from agency human resources representatives or other government officials).	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

List Position Numbers & Job Titles of Positions Directly Supervised:

SIGNATURE OF AGENCY REPRESENTATIVE: Thomas M. Tomastiak

DATE: 8/29/14

100-000U

POSITION DESCRIPTION

AGENCY/DEPT ID
Department of Administrative Services
DAS301000

DIVISION OR INSTITUTION	UNIT OR OFFICE	COUNTY OF EMPLOYMENT
Human Resources	State HR Operations	Franklin

POSITION NUMBER 20005889

JOB TITLE Senior Analyst

JOB CODE 64612 Appd. 8/29/08 HumanCapital Management

☐ Reclassification ☐ New Position ☒ Update

Position Hyperlinked to ☐ Agency Organizational Tree

USUAL WORKING TITLE OF POSITION	POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR
HCM Senior Analyst	20005912 Human Capital Management Manager

☒ Permanent ☐ Temporary ☐ Intermittent	☒ Classified ☐ Unclassified	Overtime: ☒ Eligible ☐ Exempt If FLSA Exempt, exemption type:	Bargaining Unit Page 2 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
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
	[signature]	8/29/14