100-000U

# POSITION DESCRIPTION

AGENCY/DEPT ID
Department of Administrative Services
DAS302130

| DIVISION OR INSTITUTION | UNIT OR OFFICE | COUNTY OF EMPLOYMENT |
|---|---|---|
| Human Resources | HCM & Agency HR Support<br>Agency HR Support | Franklin |

POSITION NUMBER 20005890

☒ Reclassification ☐ New Position ☒ Update

Position Hyperlinked to ☐ Agency Organizational Tree

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

| | | | |
|---|---|---|---|
| ☒ Permanent<br>☐ Temporary<br>☐ Intermittent | ☒ Classified<br>☐ Unclassified | Overtime: ☒ Eligible ☐ Exempt<br>If FLSA Exempt, exemption type: | Bargaining Unit<br>Page 1 of 2 |

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

JOB TITLE Human Capital Management Analyst

JOB CODE 64612

Appd 3/8/10 Bmb

## 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*.<br>Skill in (4) use of personal computer & associated hardware/software (e. g., Microsoft Word, Excel, Outlook; PeopleSoft)*.<br>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.<br><br>*developed after employment |

| List Position Numbers & Job Titles of Positions Directly Supervised: | SIGNATURE OF AGENCY REPRESENTATIVE | DATE |
|---|---|---|
| | [signature] | 3/3/10 |

100-000U

# POSITION DESCRIPTION

AGENCY/DEPT ID
Department of Administrative Services
DAS302130

| DIVISION OR INSTITUTION | UNIT OR OFFICE | COUNTY OF EMPLOYMENT |
|---|---|---|
| Human Resources | HCM & Agency HR Support<br>Agency HR Support | Franklin |

POSITION NUMBER 20005890

JOB TITLE HumanCapital Management Analyst

JOB CODE 64612

Appd 3/8/10 BMS

☒ Reclassification ☐ New Position ☒ Update

Position Hyperlinked to ☐ Agency Organizational Tree

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

| | | | |
|---|---|---|---|
| ☒ Permanent<br>☐ Temporary<br>☐ Intermittent | ☒ Classified<br>☐ Unclassified | Overtime: ☒ Eligible ☐ Exempt<br>If FLSA Exempt, exemption type: | Bargaining Unit<br>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 |
|---|---|---|
| 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*.<br>Skill in : 4<br>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*.<br>Skill in 4.<br>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*.<br>Skill in 4.<br>Ability to 7, 8, 10, 11, 15. |
| | | *developed after employment |

| List Position Numbers & Job Titles of Positions Directly Supervised: | SIGNATURE OF AGENCY REPRESENTATIVE | DATE |
|---|---|---|
| | B. Bernstein | 3/10 |