

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 20005891 JOB TITLE Human Capital Management Senior Analyst JOB CODE 64613 App'd 6/13/10 <i>pkub</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 Senior HR 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:	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 <i>Bernhardstein</i>	DATE 6/11/10