

POSITION DESCRIPTION		AGENCY/DEPT ID Department of Administrative Services DAS 302270
DIVISION OR INSTITUTION Human Resources	UNIT OR OFFICE HCM & Agency HR Support HCM HR/Position Management	COUNTY OF EMPLOYMENT Franklin

POSITION NUMBER 20005894 JOB TITLE Human Capital Management Associate JOB CODE 64611 Appeal 3/9/16 BWS	<input checked="" type="checkbox"/> Reclassification <input type="checkbox"/> New Position <input type="checkbox"/> Update			Position Hyperlinked to <input type="checkbox"/> Agency Organizational Tree
	USUAL WORKING TITLE OF POSITION Human Capital Management Analyst		POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR 20005852 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	Under the direction of manager,, carries out special projects as assigned: assists in creating training materials such as OAKS job aids; assists with training for state agencies; assists in testing OAKS system updates or entering data for system testing; attends training such as user group & HR conferences & provides support if necessary.	Knowledge of: 1, 2, 3*. Skill in: 4. Ability to: 6, 7, 8, 10, 11.	
	10	Provides clerical support as necessary, sorting, filing or searching for routine data in system; prepares routine documents & reports.	Knowledge of 2, 3* Skill in 4 Ability to 6, 7, 8, 9, 10, 11	
			*developed after employment	
	List Position Numbers & Job Titles of Positions Directly Supervised:		SIGNATURE OF AGENCY REPRESENTATIVE <i>B. Gerhardtstein</i>	DATE 3/9/16