100-000U

POSITION DESCRIPTION

AGENCY/DEPT ID
Department of Administrative Services
DAS 302310

DIVISION OR INSTITUTION	UNIT OR OFFICE	COUNTY OF EMPLOYMENT
Human Resources	Application & Reporting	Franklin

POSITION NUMBER 20005894

JOB TITLE Human Capital Management Associate

JOB CODE 64611

Appd 5/5/11 Brno

☐ 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 Associate	20005852 Human Capital Management Manager

☒ Permanent ☐ Temporary ☐ Intermittent	☒ Classified ☐ Unclassified	Overtime: ☒ Eligible ☐ Exempt If FLSA Exempt, exemption type:	Bargaining Unit Page 1 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
65	Develops technical Human Resources skills, knowledge, & abilities, performs basic HR assignments (e.g. answers general agency questions & routine HR entry) applicable to Human Capital Management (HCM) Ohio Administrative Knowledge System (OAKS) Application & Reporting Unit; assists in processes of HCM position management applying civil service laws, rules, policies, procedures & collective bargaining contract provisions; provides support to higher-level HCM analysts & HCM manager; provides assistance & information to state agencies, in response to telephone, written & in-person inquiries; assists HCM OAKS Support team with various HR, Payroll & Benefit tasks; responds to & logs helpdesk tickets; reviews HR information in OAKS & makes updates; assists agencies with routine data corrections; consults with higher level HCM analysts to obtain necessary information to respond to inquiries; reviews bi-weekly HR batch jobs & researches errors; operates a personal computer to access the OAKS system & other software.	Knowledge of: (1) public relations/ customer service techniques & practices; (2) office practices & procedures; (3) state employee benefit, payroll, and HR programs (e.g., basic payroll functions, human resources rules, health & life, applicable benefit laws & rules, collective bargaining contracts governing state employee benefits, dependent care/child care voucher program)*. Skill in: (4) operation of a personal computer & associated hardware & software (e.g., MS Word, Excel, PowerPoint, People Soft*); (5) operation of photocopier & fax equipment. Ability to: (6) gather relevant data to discuss nature of inquiry/complaint; (7) conduct necessary research/retrieval of data & provide appropriate response verbally &/or in writing or refer customer to appropriate staff member; (8) prepare routine & sensitive correspondence in response to inquiries; (9) handle routine & sensitive inquiries from & contacts with state employees, state agencies, insurance carriers & third-party administrators & general public; (10) cooperate with co-workers on group projects; (11) define problems, collect data, establish facts & draw valid conclusions. *developed after employment

List Position Numbers & Job Titles of Positions Directly Supervised:	SIGNATURE OF AGENCY REPRESENTATIVE	DATE
	[signature]	5/5/11

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Overtime: ☒ Eligible ☐ Exempt

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Bargaining Unit

Page 2 of 2

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FROM: 8:00 a.m. TO: 5:00 p.m.

JOB TITLE Human Capital Management Associate

JOB CODE 64611

Appd 5/5/11 BMR

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: [signature]

DATE: 5/5/11