

POSITION DESCRIPTION		AGENCY/DEPT ID Department of Administrative Services DAS301805
DIVISION OR INSTITUTION Human Resources	UNIT OR OFFICE Workforce Administration	COUNTY OF EMPLOYMENT Franklin

POSITION NUMBER 20005899 JOB TITLE Human Capital Management Analyst JOB CODE 64612	<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 HCM Analyst		POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR 20005907 HCM 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	Assists lower level HCM staff at testing events (e.g. sets-up & tears-down testing sessions & packs & insures travel check list is followed to completion); prepares correspondence (e.g., military credit, testing procedures, examination information); assists other agency personnel with using OHMS (Ohio Hiring Management System), posting jobs on OHMS, following established procedures; orders paper & mailing labels as needed; keeps mailing list up to date; performs routine clerical tasks (e.g., opening, sorting stamping, photocopying application materials as needed); maintains logs, records data collection media; searches files & records to resolve issues & questions from other agencies arising from test administration; answers phones; assists with mass mailings as needed; maintains office files & records pertaining to test administration; attends classes, conferences, & trainings; stays current with software & hardware needed to perform regular job duties; assists with bulletin preparation (e.g., proofing, folding, stuffing, distributing); works on special projects as needed; run errands requiring sharing testing products with other units & agencies; travel & stay overnight for remote testing duties as needed; serve as monitoring assistant at remote testing sessions.	Knowledge of: 1; 2; 3; 4*. Skill in: 5; 6; 7. Ability to: 8; 9; 10; 11; 12; 13; 14; 15; 16. *developed after employment.	
	List Position Numbers & Job Titles of Positions Directly Supervised:		SIGNATURE OF AGENCY REPRESENTATIVE 	DATE 6/11/10