

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

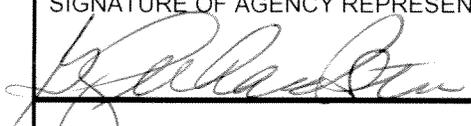
POSITION NUMBER 20005899	<input type="checkbox"/> Reclassification <input type="checkbox"/> New Position <input checked="" type="checkbox"/> Update		Position Hyperlinked to <input type="checkbox"/>	
			Agency Organizational Tree	
	USUAL WORKING TITLE OF POSITION HCM Analyst		POSITION NO. AND TITLE OF 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 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
55	Completes assignments which require evaluation, selection & application of HR principles in the performance of standard HR assignments, using sound judgment to make determinations &/or recommendations (i.e. in the performance of duties associated with the Ohio Hiring Management System (OHMS) [e.g. Online Job Application/ Career Portal; Applicant Tracking; Eligible Lists & Online Referrals; Test Statistics, Analysis & Scheduling; Test Management System (TMS)] & civil service & proficiency test administration); provides consultation, training & technical support to state agency HR staff regarding policies, procedures & human resources practices (e.g. utilization & functionality of OHMS & administration of civil service & proficiency examinations); ensures compliance with federal & state laws (e.g. Uniform Guidelines, American with Disabilities Act, Ohio Revised Code/Ohio Administrative Code); responds to telephone & written inquiries from agency HR staff regarding use of OHMS components &/or OHMS technical issues; investigates reported &/or observable technical issues within OHMS; logs case tickets with Applicant Service Provider (ASP) & reports issues; communicates system technical issues, work-around options & resolutions to HR users, internal team, &/or business owners; develops &/or presents training related to OHMS functionality, processes & procedures; plans, coordinates, &/or facilitates OHMS User Group Meetings; drafts, develops, reviews, &/or maintains contents of other material related to OHMS &/or test administration (e.g. job aids, training manuals, standard operating procedures, web pages, webinars, FAQs, system update announcements, testing procedures, exam information); establishes system access for authorized agency users &/or maintains security access forms; provides technical & customer support to job seekers regarding OHMS Online Job Application/Career Portal; responds to telephone & written inquiries concerning the application process (e.g. general information on State of Ohio's recruitment, testing & selection practices &/or technical online application issues).	Knowledge of: (1) human resource practices; (2) automated recruitment management systems; (3) Department of Administrative Services (DAS) human resources policies & procedures*; (4) agency policies & procedures*; (5) government structure & process (e.g. Ohio Revised Code (ORC), Ohio Administrative Code (OAC) & bargaining unit contracts)*; (5) interviewing (i.e. solicitation of standard information in one-on-one situation involving interpretation & evaluation of response); (6) training; (7) public relations; (8) human relations. Skill in: (9) operation of a personal computer & related hardware/software (e.g. Micro Soft Word, Excel, PowerPoint, Visio, Outlook, Ohio Hiring Management System*, & PeopleSoft*); (10) operation of office equipment (e.g. personal computer, laptop, video projector, scanner, fax, teleconferencing equipment) (11) public speaking Ability to: (12) define problems, collect data, establish facts & draw valid conclusions; (13) calculate fractions, decimals & percentages; (14) use statistical analysis (15) prepare meaningful, concise & accurate reports; (16) use proper research methods in gathering data (17) prepare effective correspondence; (18) maintain accurate records; (19) cooperate with co-workers on group projects; (20) handle sensitive inquiries from & contacts with officials and general public. (21) make presentations. *developed after employment

JOB CODE 64612 Appd 1/12/12 Bmo Human Capital Management Analyst

List Position Numbers & Job Titles of Positions Directly Supervised:	SIGNATURE OF AGENCY REPRESENTATIVE 	DATE 1/12/12
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