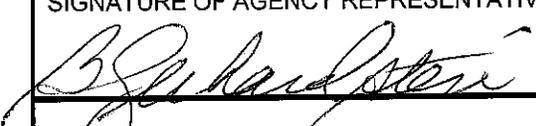


POSITION DESCRIPTION		AGENCY/DEPT ID Department of Administrative Services DAS301805
DIVISION OR INSTITUTION Human Resources	UNIT OR OFFICE Workforce Administration	COUNTY OF EMPLOYMENT Franklin

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 checked="" type="checkbox"/> Classified	Overtime: <input checked="" type="checkbox"/> Eligible <input type="checkbox"/> Exempt	Bargaining Unit
	<input type="checkbox"/> Temporary	<input type="checkbox"/> Unclassified	If FLSA Exempt, exemption type:	
	<input type="checkbox"/> Intermittent			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	Proctors exam (i.e., civil service & proficiency); 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); makes accommodations for applicants who have special requests &/or needs (e.g., disability accommodations, special testing equipment) following established procedures; prepares written material (e.g., testing procedures, examination information, correspondence); provides assistance to agency personnel with OHMS (e.g., posting jobs on OHMS, following established procedures); maintains logs, office files & records pertaining to test administration; searches files & records to resolve issues & questions from other agencies arising from test administration; responds to applicant phone & email inquiries concerning testing & OHMS related issues; attends classes, conferences, & trainings; stays current with software & hardware needed to perform regular job duties; assists with bulletin preparation (e.g., proofing, distributing); works on special projects as needed; performs other duties as assigned.		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.	
JOB CODE 64612	List Position Numbers & Job Titles of Positions Directly Supervised:		SIGNATURE OF AGENCY REPRESENTATIVE 	
			DATE 9/14/10	