

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

Reclassification New Position Update Position Hyperlinked to Agency Organizational Tree

USUAL WORKING TITLE OF POSITION: HCM Analyst POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR: 20005907 HCM Manager

Permanent Classified Overtime: Eligible Exempt Bargaining Unit
 Temporary Unclassified If FLSA Exempt, exemption type:
 Intermittent

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	<p>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 OHMS functional documentation (e.g. job aids) drafts, develops, reviews &/or maintains contents of other material related to OHMS & Hiring Management Group operations (e.g., training manuals, standard operating procedures, web pages, webinars, FAQs, system update announcements); 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 application process (e.g. general information on State of Ohio's recruitment, testing & selection practices &/or technical online application issues).</p>	<p>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) makes presentations.</p> <p>*developed after employment</p>

JOB TITLE
Human Capital Management Analyst

Appel 9/18/12 Bmt

JOB CODE
64612

List Position Numbers & Job Titles of Positions Directly Supervised:

SIGNATURE OF AGENCY REPRESENTATIVE

DATE

Kevin M. ...

9/18/12

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25	Assists with implementation of Civil Service Testing Reform (e.g. advises agency HR staff on use of existing OHMS testing features to post exams, schedule applicants, score results &/or generate testing analytics; provides consultation on best practices related to test administration &/or test security); assists in implementation of OHMS Test Management System (TMS) (e.g. tests system requirements; develops standard operating procedures for internal use of system & state-wide implementation).	Knowledge of: 1; 2; 3*; 5*. Skill in: 9; 10; 11 Ability to: 12; 14; 15; 16; 19
20	Performs related administrative duties (e.g. prepares reports & correspondence; maintains &/or oversees human resources records/logs; ensures confidential information is properly maintained); administers &/or scores proficiency exams; assists in development of relevant human resources policies & procedures; receives cross-training in other areas of Workforce Administration including Test Development, Compensation & Workforce Planning; Drug-Free Workplace Management &/or Performance Management	Knowledge of: 1; 2; 3*; 5*. Skill in: 9; 10; Ability to: 12; 13; 14; 15; 16; 17; 18; 19

*developed after employment

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Human Capital Management Analyst

Appd 9/18/12 BMO

JOB CODE
64612

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SIGNATURE OF AGENCY REPRESENTATIVE

DATE

Kevin Milstead

9/18/12