100-000U

POSITION DESCRIPTION

AGENCY/DEPT ID
Department of Administrative Services
DAS301000

DIVISION OR INSTITUTION	UNIT OR OFFICE	COUNTY OF EMPLOYMENT
Human Resources	State HR Operations	Franklin

POSITION NUMBER 20005889

☐ Reclassification ☐ New Position ☒ Update

Position Hyperlinked to ☐ Agency Organizational Tree

USUAL WORKING TITLE OF POSITION	POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR
HCM Senior Analyst	See Table of Organization

☒ 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 TITLE Human Capital Management Senior Analyst

JOB CODE 64613 Appd as 3.9.16

JOB DESCRIPTION AND WORKER CHARACTERISTICS

%	Job Duties in Order of Importance	Knowledge, Skills & Abilities
60	Acts as lead worker: provides on the job training, work direction & technical assistance to lower-lever Human Capital Management (HCM) Analysts in assigned work unit to ensure compliance with applicable civil service laws & rules & DAS polices & procedures related to personnel actions (e.g., advance step hires, prior service, return from leaves, wage progression.) & certification lists (e.g., provisional authorization requests, layoff & certification lists); reviews & approves or disapproves most complicated human resources functions including those referred by lower-level HCM analysts because of questions & concerns, contacts agencies to obtain additional information & explains decisions & provides technical advice & assistance; monitors work activities of lower-level HCM analysts (e.g., provide updates &/or clarification on work procedures, recommends adjustments to workloads &/or agency assignments.); provides updates to immediate supervisor regarding operations of the unit (e.g., problematic issues &/or transactions, co-worker performance, visits or phone calls from agency human resources representatives or other government officials).	Knowledge of: (1) public relations, (2) agency policies & procedures* (e. g., Ohio Administrative Code Chapter 124.14)* Personnel Action Processing Manual* collective bargaining provisions, (3) government structure & process*. Skill in: (4) use of personal computer & associated hardware/software (e. g., Microsoft Word, Excel, Outlook; PeopleSoft)*. Ability to: (5) define problems, collect data, establish facts & draw valid conclusions; (6) gather, collect data, collate information about data; (7) use proper research methods to handle routine & sensitive inquiries from & in person contacts with variety of customers; (8) cooperate with co-workers on group projects. *developed after employment

List Position Numbers & Job Titles of Positions Directly Supervised:	SIGNATURE OF AGENCY REPRESENTATIVE	DATE
	Phillip M. Mulstead	3/9/16

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HCM Senior Analyst	See Table of Organization

☒ Permanent ☐ Temporary ☐ Intermittent	☒ Classified ☐ Unclassified	Overtime: ☐ Eligible ☒ 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 TITLE Human Capital Management Senior Analyst

JOB CODE 64613 Appd AE 3.9.16

JOB DESCRIPTION AND WORKER CHARACTERISTICS

%	Job Duties in Order of Importance	Knowledge, Skills & Abilities
25	Consults with human resource personnel from state agencies (e.g., coordinates personnel action compliance reviews for PA decentralized agencies, assists agencies with layoffs.); prepares & conducts training for DAS HRD staff & agency human resources personnel (e.g., prior service, personnel actions, job data & positions transactions); updates &/or revises personnel action manual & job aids for distribution to staff & other agencies.	Knowledge of: 1, 2*, 3*. Skill in: 4 Ability to: 5, 6, 7, 8, (9) deal with problems involving several variables in familiar context, (10) comprehend simple sentences with common vocabulary, (11) copy material accurately & recognize grammatical & spelling errors, (12) understand manuals & verbal instructions, technical in nature, (13) check pairs of items that are similar of dissimilar, (14) work alone on most tasks.
15	Performs related administrative duties (e.g., drafts correspondence & reports, participates in meetings, responds to inquiries made via phone, email or letter); operates personnel computer to enter & access data & generate reports & documents; in supervisor's absence, ensures unit's daily operations & services are maintained.	Knowledge of: 1, 2*, 3*. Skill in: 4. Ability to: 10, 12, 13, 14. *developed after employment

List Position Numbers & Job Titles of Positions Directly Supervised:	SIGNATURE OF AGENCY REPRESENTATIVE	DATE
	Kevin M. Mulstead	3/9/16