

POSITION DESCRIPTION		AGENCY/DEPT ID Department of Administrative Services DAS302245
DIVISION OR INSTITUTION Human Resources Division	UNIT OR OFFICE HCM & Agency HR Support	COUNTY OF EMPLOYMENT Franklin

POSITION NUMBER 20005900 JOB TITLE Human Capital Management Analyst JOB CODE 64612 <i>Appd. 8/21/13 PC</i>	<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 Human Capital Management Analyst		POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR See Table of Organization	
	<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 22 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		
65	Completes standard HR assignments for drug-free workplace program (i.e., DFWP) & uses sound judgment to make determinations &/or recommendations as applicable to: drug testing civil service laws, rules, policies & procedures, collective bargaining contract provisions &/or federal regulations; assists DFWP Manager with overseeing execution of state &/or federal drug & alcohol testing programs (e.g. generates daily drug test report & downloads state results from testing lab database, researches & resolves error reports for results that were not uploaded through interface, enters state &/or federal alcohol & drug tests in database, reviews & evaluates chain of custody forms & results for fatal flaws to make determination of appropriate action for correction, maintains all state &/or federal results); notifies agency drug testing coordinators when person of interest records are required to be created; oversees all random testing notifications required by federal & state regulations & governing collective bargaining agreements (e.g. generates random rosters & distributes to agency drug testing coordinator, verifies monthly tests have been completed & notifies agency of required documentation needed for tests not completed, updates state &/or federal position additions/deletions to random pools, monitors & updates accordingly annual testing percentage requirements); researches & resolves issues regarding state &/or federal drug & alcohol tests with state agencies, Medical Review Officer (MRO), laboratory &/or collection site (e.g. pending results, missing results, incorrect billing codes, incorrect social security &/or employee identification number); serves as liaison between testing laboratory, state agencies & collection sites; resolves drug & alcohol testing issues with collection site regarding employees being tested, resolves billing/invoice issues, coordinates out-of- state drug test collections & after hour testing, provides notification of updates to collection site directory.	Knowledge of: (1) office practices & procedures; (2) State of Ohio drug free workplace policies & procedures*; (3) federal & state drug testing regulations*; (4) collective bargaining agreements related to drug testing*; (5) customer service techniques; (6) filing & tracking systems. Skill in: (7) operation of a personal computer & associated hardware & software (e.g. PeopleSoft*, Microsoft Office Suite); (8) operation of office equipment (e.g. fax, copier). Ability to: (9) multi-task; (10) use proper research methods in gathering data; (11) work independently with minimum direction; (12) handle sensitive issues & maintain confidentiality; (13) define problems, collect data, establish facts & draw valid conclusions; (14) use proper research methods to handle routine & sensitive inquires; (15) communicate effectively orally & in writing; (16) prepare meaningful, concise, & accurate reports & correspondence.		
List Position Numbers & Job Titles of Positions Directly Supervised:		SIGNATURE OF AGENCY REPRESENTATIVE 	DATE 8-21-13	

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	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	Provides technical advice & makes determinations & recommendations to agency drug free workplace coordinators, human resources personnel &/or labor relations personnel regarding State's drug testing policies & procedures: prepares confidential reports & documents; reviews confidential communications between testing program, agencies & laboratory; serves as liaison between DFWP Manager & MRO regarding notification of positive test results, maintains employee positive follow-up schedule, notifies agency drug testing coordinator &/or labor relations officer of positive tests results; responds to agency requests to process drug test overrides & person of interest updates in database as needed; assists in maintenance of DFWP records & storage; maintains & updates DFWP web site materials; assist in preparation of annual correspondence for federal Drug Free Workplace Act, assist DFWP Manager with monitoring past employees' requests for release of drug & alcohol tests results to ensure compliance with applicable civil service laws, rules, & applicable state policies & procedures & federal regulations.	Knowledge of: 2*, 3*, 4*, 5, 6. Skill in: 7 (e.g. Microsoft Office Suite, PeopleSoft*, Dreamweaver*). Ability to: 9, 11, 12, 15, 16 (17) gather, collate, & classify information about data, people or things.	
	10	Carries out special projects & performs other duties as assigned: assists in creating internal processing manuals regarding state testing program; assists with drug free workplace training for state agencies; performs routine clerical tasks such as opening, sorting, photocopying materials; searches files & records to resolve issues; answers phone calls; files state drug & alcohol testing documents; maintains retention & disposal schedules.	Knowledge of: 2*, 3*, 4*, 6. Skill in: 7. Ability to: 11, 12, 17, (18) complete accurate forms,	
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			<i>Stephano Sano</i>	8-21-13