

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

POSITION NUMBER 20005900 JOB TITLE Human Capital Management Analyst JOB CODE 64612 Appd 9/30/11 BMO	<input checked="" 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 20005831 Human Capital Management 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:
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,

List Position Numbers & Job Titles of Positions Directly Supervised:	SIGNATURE OF AGENCY REPRESENTATIVE 	DATE 9/30/11
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