

POSITION DESCRIPTION		AGENCY/DEPT ID Department of Administrative Services DAS302160
DIVISION OR INSTITUTION Human Resources Division	UNIT OR OFFICE Organizational Development Drug Free Workplace Services	COUNTY OF EMPLOYMENT Franklin

POSITION NUMBER 20005900 JOB TITLE Human Capital Management Associate JOB CODE 64611 Appd 3/17/10 BMO	<input checked="" type="checkbox"/> Reclassification <input type="checkbox"/> New Position <input type="checkbox"/> Update		Position Hyperlinked to <input type="checkbox"/> Agency Organizational Tree	
	USUAL WORKING TITLE OF POSITION Human Capital Management Associate		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:	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	Performs basic HR assignments requiring application of HR practices to make decisions with prescribed outcomes as applicable to drug testing civil service laws, rules, policies & procedures, collective bargaining contract provisions &/or federal regulations: responds to inquiries & provides technical assistance to human resources personnel (e.g. learns to process & approve or disapprove human resources paperwork such as agencies request for drug test overrides, position additions/deletions to federal random drug testing pools); reviews & enters federal drug & alcohol results received from collection site &/or Medical Review Officer (i.e. MRO) into database; evaluates, processes & enters agency monthly notifications of employees unable to complete federal random tests to ensure compliance with annual random testing percentage requirements; maintains monthly drug & alcohol exceptions reports & monitors & notifies Drug Free Workplace (DFWP) Manager of any required changes; researches & resolves requests for missing federal results reported by agencies by contacting MRO &/or collection sites; enters results in database & distributes to agency; evaluates federal drug & alcohol results & chain of custody forms for accuracy & completeness; follows-up with MRO &/or collection sites to resolve issues; follows-up on questions &/or problems & explain decisions to DFWP Manager; notes comments on employee drug test history to reflect discrepancies (e.g. tests types, date test reported by MRO, cancelled tests); operates personal computer (PC) to enter & retrieve employment data relative to drug test results being processed in the computer system.	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) define problems, collect data, establish facts & draw valid conclusions; (10) multi-task; (11) use proper research methods to handle routine & sensitive inquires; (12) check pairs of items that are similar or dissimilar; (13) maintain confidentiality.	
			*developed after employment	
	List Position Numbers & Job Titles of Positions Directly Supervised:		SIGNATURE OF AGENCY REPRESENTATIVE 	DATE 2/19/10

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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	Under direction of DFWP Manager, explains & provides technical advice to agency drug free workplace coordinators, human resources personnel &/or labor relations personnel regarding State's drug testing policies & procedures; assists DFWP Manager with monitoring past employees' requests for release of drug & alcohol test results to ensure compliance with applicable civil service laws, rules, & applicable state policies & procedures & federal regulations.	Knowledge of: 2*, 3*, 4*, 5. Skill in: 7. Ability to: 9, 12, 13, (14) deal with problems involving several variables in familiar context; (15) understand manuals & verbal instructions, technical in nature.	
	10	Carries out special projects as assigned: assists in creating training manuals &/or internal processing manuals; prepares documents & 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 federal drug & alcohol testing; serves as back-up to drug free workplace staff.	Knowledge of: 2*, 3*, 4*, 5, 6. Skill in: 7. Ability to: 11, 12, 13, (16) complete accurate forms.	
			*developed after employment.	
	List Position Numbers & Job Titles of Positions Directly Supervised:		SIGNATURE OF AGENCY REPRESENTATIVE 	DATE 3/12/10