

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

POSITION NUMBER 20005904	<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 HCM Analyst		POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR 20005839 HCM Manager
<input checked="" type="checkbox"/> Permanent <input checked="" type="checkbox"/> Classified <input type="checkbox"/> Temporary <input type="checkbox"/> Unclassified <input type="checkbox"/> Intermittent <input type="checkbox"/> Essential		Overtime: <input checked="" type="checkbox"/> Eligible <input type="checkbox"/> Exempt	Bargaining Unit
		If FLSA Exempt, exemption type:	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
60	Completes assignments which require evaluation, selection & application of HR principles in performance of standard HR assignments, using sound judgment to make determinations &/or recommendations; assists higher level human capital management personnel in performing & learns to perform advanced HR sub-programs (i.e., content-valid assessment/selection design); learns to develop &/or update content-valid civil service examinations, proficiency examinations & other selection instruments using sound HR & testing techniques & ensuring compliance with federal & state laws (e.g., Uniform Guidelines, Americans with Disabilities Act, Ohio Revised Code/Ohio Administrative Code); learns to conduct job analysis (e.g., long & short versions) to assess & identify essential job functions & knowledge, skills, abilities, & competencies to perform essential tasks; creates test plans & test questions; obtains Ohio Administrative Knowledge System EPM reports as required for assignments from higher level HCM Analysts; learns to validate pass points; interprets item analysis data for test maintenance; travels throughout state to perform job analysis & to meet with agencies; works with supervisor to advise agency managers on testing issues (e.g., discusses appropriate use of examinations; makes changes to test items; advocates test security & confidentiality; ensures compliance with appropriate bargaining unit contracts; researches & interprets state & federal testing laws); learns to provide consulting services to state agencies for testing (e.g., advocates & ensures appropriate use of state classification system when creating agency-specific examinations; develops proficiency & other tests to determine qualifications, education & experience as allowed by union contracts; advises agencies on how to create & administer content-valid examinations; interprets bargaining unit contracts & advises management on appropriate use of examinations in selection of bargaining unit staff); creates &/or makes recommendations for standard operating procedures for office & changes to office website.	Knowledge of: (1) agency policies & procedures (e.g. proficiency & civil service test policies/procedures)*; (2) state laws & regulations (e.g., Ohio Revised Code, Ohio Administrative Code & bargaining unit contracts)*; (3) federal human resources & testing laws (e.g., Uniform Guidelines of 1978, Americans with Disabilities Act); (4) Human Resources (e.g., job analysis, selection, test development); (5) interviewing techniques; (6) training*; (7) human relations; (8) statistics; (9) labor relations. Skill in: (10) use of personal computer including hardware & software (e.g., Microsoft Word, Excel, Access, PowerPoint, Internet, testing software, Ohio Hiring Management System (OHMS)). Ability to: (11) produce written communications; (12) research & evaluate many variables & determine specific action; (13) define problems, collect data, establish facts & draw valid conclusions; (14) gather, collate & classify information about data, people or things.

JOB CODE 64612	List Position Numbers & Job Titles of Positions Directly Supervised:	SIGNATURE OF AGENCY REPRESENTATIVE 	DATE 10/8/10
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Appel 10/12/10 622-2
 Human Capital Management Analyst

POSITION DESCRIPTION

AGENCY/DEPT ID
Department of Administrative Services
DAS301805

DIVISION OR INSTITUTION
Human Resources Division

UNIT OR OFFICE
Workforce Administration
Test Development Group

COUNTY OF EMPLOYMENT
Franklin

POSITION NUMBER
20005904

Reclassification New Position Update Position Hyperlinked to
Agency Organizational Tree

USUAL WORKING TITLE OF POSITION POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR
HCM Analyst 20005839 HCM Manager

Permanent Classified Overtime: Eligible Exempt Bargaining Unit 22
 Temporary Unclassified
 Intermittent Essential If FLSA Exempt, exemption type: Page 2 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
30	Provides input to & participates in state-wide initiatives: assists with implementation of Ohio Hiring Management System (i.e., OHMS) - Test Management System (i.e., TMS) (e.g., tests system requirements; creates current & new examinations in system; provides customer service to internal & external customers regarding TMS; develops &/or presents training curriculum, job aids & other training materials; assists with creating standard operating procedures for internal use of system); assists higher level analysts with developing &/or presenting state-wide training (e.g., web-based or traditional training), instructor/participant guides & other training materials (e.g., job analysis, test development) ensuring materials appropriate to level of participants; participates in civil service testing reform initiative (e.g., reviews laws & legislation related to programs & applies knowledge to address requests or develops recommendations; prepares/presents reports; participates in focus groups & other agency communication efforts; provides assistance to agencies; assists with implementation of program).	Knowledge of: (1)*; (2)*; (3); (4); (6); (7)*. Skill in: (10); (15) Customer Service. Ability to: (12); (13); (14); (16) Prepare & deliver speeches before specialized audience.
10	Performs other related duties as assigned: attends meetings; performs test reviews; creates correspondence to respond to letters from government leadership &/or other constituents; researches classification specifications, labor market & other relevant information as needed; conducts special training as assigned; provides support & assistance to other sections within Workforce Administration group (e.g., performs job audits & compliance reviews; administers tests; evaluates jobs to determine appropriate classification or position for testing; approves position specific minimum qualifications; screens applications; identifies best practices).	Knowledge of: (1)*; (2)*; (4); (6); (9) Skill in: (10); (15) Ability to: (11); (12); (13); (14)

Unusual Working Conditions: Travel throughout the state is required. May require overnight stay.

JOB CODE TITLE
Human Capital Management Analyst

Appd 10/12/10 Bms

JOB CODE
64612

List Position Numbers & Job Titles of Positions Directly Supervised:

SIGNATURE OF AGENCY REPRESENTATIVE

DATE



10/8/10