100-000U

POSITION DESCRIPTION

AGENCY/DEPT ID
Department of Administrative Services
DAS301805

DIVISION OR INSTITUTION	UNIT OR OFFICE	COUNTY OF EMPLOYMENT
Human Resources	Workforce Administration	Franklin

POSITION NUMBER 20005906

☐ Reclassification ☐ New Position ☒ Update

Position Hyperlinked to ☐ Agency Organizational Tree

USUAL WORKING TITLE OF POSITION: HCM Analyst

POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR: 20005907 HCM Manager

☒ Permanent ☐ Temporary ☐ Intermittent

☒ Classified ☐ Unclassified

Overtime: ☒ Eligible ☐ Exempt

If FLSA Exempt, exemption type:

Bargaining Unit

NORMAL WORKING HOURS (Explain unusual or rotating shift):
FROM: 8:00 a.m. TO: 5:00 p.m.

JOB TITLE: Human Capital Management Analyst

JOB CODE: 64612

Appd 6/13/10 Bert

JOB DESCRIPTION AND WORKER CHARACTERISTICS

%	Job Duties in Order of Importance	Knowledge, Skills & Abilities
40	Completes standard HR assignments in Hiring Management group for test administration & uses sound judgment to make determinations &/or recommendations as applicable to: civil service testing; independently reviews, approves or disapproves applications submitted using the Ohio Hiring Management System (OHMS) by the public for civil service examinations; assess state applications or supplemental resume for qualifications, training education & experience; creates electronic record for the applicant using TRAC (applicant tracking database); reviews electronic records for errors & makes necessary corrections; processes special needs requests (e.g., military credit, disability accommodations, special testing equipment) following established procedures; notifies applicants in writing when application is disapproved; responds to applicant inquiries concerning disapproved or other testing-related issues; prints & distributes electronic submissions to staff; alphabetizes hard copy applications & DD214's (veterans discharge paperwork) & maintains files; packs old records & labels them for storage.	Knowledge of: (1) personnel administration; (2) human resources practices & procedures; (3) customer services; (4) Ohio Revised Code (ORC) & Ohio Administrative Code (OAC)*; (5) Department of Administrative Services (DAS) policies & procedures*. Skill in: (6) operation of a personal computer & related hardware/software (e.g. Micro Soft Word, Excel, Access) for reporting, record keeping, querying data, data entry, OHMS (Ohio Hiring Management System), TRAC). Ability to: (7) follow instructions; (8) structure a problem to complete it successfully; (9) draw conclusions, distinguish fact from opinion, ask good questions; (10) prepare effective correspondence; (11) file alphabetically & keep complete tidy records; (12) handle sensitive issues & disagreeable customers; (13) willingness to work cooperatively with colleagues; (14) take initiative when needed; (15) display healthy attitude toward change & willingness to adjust to changes; (16) high level accomplishment with phone etiquette. *developed after employment

List Position Numbers & Job Titles of Positions Directly Supervised:

SIGNATURE OF AGENCY REPRESENTATIVE: B Richardsteen

DATE: 6/11/10

100-000U

POSITION DESCRIPTION

AGENCY/DEPT ID
Department of Administrative Services
DAS301805

DIVISION OR INSTITUTION	UNIT OR OFFICE	COUNTY OF EMPLOYMENT
Human Resources	Workforce Administration	Franklin

POSITION NUMBER 20005906

☐ Reclassification ☐ New Position ☒ Update

Position Hyperlinked to ☐ Agency Organizational Tree

USUAL WORKING TITLE OF POSITION	POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR
HCM Analyst	20005907 HCM Manager

☒ Permanent ☐ Temporary ☐ Intermittent	☒ Classified ☐ Unclassified	Overtime: ☒ Eligible ☐ Exempt If FLSA Exempt, exemption type:	Bargaining Unit Page 2 of 3

NORMAL WORKING HOURS (Explain unusual or rotating shift):
FROM: 8:00 a.m. TO: 5:00 p.m.

JOB TITLE **Human Capital Management Analyst**

Appd 6/13/10 AD

JOB DESCRIPTION AND WORKER CHARACTERISTICS

%	Job Duties in Order of Importance	Knowledge, Skills & Abilities
30	Processes civil service exams: scores civil service tests using TRAC; scans biographical data sheets for EEO information & county selection; creates applicant records in TRAC; schedules applicants for exams; scans answer sheets; produces an item analysis for passing point criteria; computes test scores; runs a fail determination; transfers eligible applicants from applicant side of database to eligible side of database; downloads applications to hard drive (e.g., eligible applicants demographic information & county selections); transfers File Transfer Protocol (FTP's) to IBM mainframe (e.g., exam scores, applicant names, county selections); accesses relevant computer systems to report the date of test, date list posted & sequence number for eligible lists; answers inquiries concerning civil service employment, civil service testing procedures & general civil service testing information (e.g., dates of tests, scheduling procedures, how test scores are converted) in accordance with Department of Administrative Services (DAS) policy & procedures, Ohio Revised Code (ORC) & Ohio Administrative Code (OAC); provides answers to routine information from visitors (e.g. applicants, employees, human resources representatives, general public); creates & maintains files; produces rosters &/or lists for operations.	Knowledge of: 2; 4*; 5*. Skill in: 6. Ability to: 8; 9; 13; (17) perform analysis on data to recommend best practices
25	Trains HCM Associates & acts as consultant to decentralized state agencies on: operation of TRAC, how to transfer FTP information to the IBM mainframe; accesses relevant computer systems to produce reports (e.g., testing date, date list posted, sequence numbers for eligible lists); works with vendors & Information Technology staff in the development of testing software to ensure that software meets requirements of DAS policy, ORC & OAC; conducts testing & implementation of testing software in consultation with vendors & Information Technology staff.	Knowledge of: 3; 4*; 5*. Skill in: 6. Ability to: 9; 11; 12; 13; 16. *developed after employment

JOB CODE 64612

List Position Numbers & Job Titles of Positions Directly Supervised:	SIGNATURE OF AGENCY REPRESENTATIVE	DATE
	B Gerhardstein	6/11/10

100-000U

POSITION DESCRIPTION

AGENCY/DEPT ID
Department of Administrative Services
DAS301805

DIVISION OR INSTITUTION	UNIT OR OFFICE	COUNTY OF EMPLOYMENT
Human Resources	Workforce Administration	Franklin

POSITION NUMBER 20005906

☐ Reclassification ☐ New Position ☒ Update

Position Hyperlinked to ☐ Agency Organizational Tree

USUAL WORKING TITLE OF POSITION	POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR
HCM Analyst	20005907 HCM Manager

☒ Permanent ☐ Temporary ☐ Intermittent	☒ Classified ☐ Unclassified	Overtime: ☒ Eligible ☐ Exempt If FLSA Exempt, exemption type:	Bargaining Unit Page 3 of 3

NORMAL WORKING HOURS (Explain unusual or rotating shift):
FROM: 8:00 a.m. TO: 5:00 p.m.

JOB TITLE Human Capital Management Analyst

JOB DESCRIPTION AND WORKER CHARACTERISTICS

%	Job Duties in Order of Importance	Knowledge, Skills & Abilities
5	Checks credentials of applicants arriving for testing; verifies applicants against daily testing rosters; prepares the testing reception area for daily activities (e.g., signs on computers for applicant use); answers phone inquiries on testing & state employment; assists customers with job search through OHMS.	Knowledge of: 3; 4*; 5*. Skill in: 6. Ability to: 9; 11; 12; 13; 16. *developed after employment

Appd 6/28/10 BJP

JOB CODE 64612

List Position Numbers & Job Titles of Positions Directly Supervised:

SIGNATURE OF AGENCY REPRESENTATIVE: [signature]

DATE: 6/11/10