



# POSITION DESCRIPTION

AGENCY/DEPT ID  
Department of Administrative Services  
DAS302180

DIVISION OR INSTITUTION  
Human Resources

UNIT OR OFFICE  
Organizational Development  
Test Administration

COUNTY OF EMPLOYMENT  
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

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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
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 TITLE  
Human Capital Management Analyst

JOB CODE  
64612

List Position Numbers & Job Titles of Positions Directly Supervised:

SIGNATURE OF AGENCY REPRESENTATIVE

DATE



3/19/0

