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 20005910

☐ 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 1 of 2

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 BJP

JOB CODE 64612

JOB DESCRIPTION AND WORKER CHARACTERISTICS

%	Job Duties in Order of Importance	Knowledge, Skills & Abilities
65	Completes standard HR assignments for Ohio Hiring Management System (OHMS) & uses sound judgment to make determinations & recommendations as applicable to: OHMS; provides technical Human Resources (HR) support, advice &/or training to state agencies' HR personnel regarding policies, procedures & human resources practices (e.g. utilization & capabilities of Ohio Hiring Management System [OHMS]); responds to oral & written inquiries from agency HR personnel, employees, & general public; consults with agency HR personnel & Applicant Service Provider (ASP) to resolve OHMS technical problems, issues & complaints; drafts, reviews, revises, updates & maintains contents of OHMS related material (e.g. job aids, training manuals, web pages); drafts & prepares human resources correspondence & reports (e.g. system utilization, efficiency gains, recruitment infrastructure needs, surveys); operates personal computer & office equipment to perform duties outlined above; maintains professional relationships with customers, ASP & staff.	Knowledge of: (1) public relations (e.g., protocol for agency contacts); (2) agency policies & procedures (i.e., DAS, HRD/Classification & Recruitment & OHMS policies & procedures)*; (3) interviewing (i.e., solicitation of standard information on one-on-one situation involving interpretation & evaluation of response); (4) Law, agency policy & procedures (i.e., Ohio Revised Code Section 124.14 Job Classification Plans)*. Skill in: (6) Personal Computer (e.g., Microsoft Word, Excel, Access, PowerPoint, Hiring Management System & PeopleSoft*). Ability to: (7) define problems, collect data, establish facts & draw valid conclusions; (8) calculate fractions, decimals & percentages; (9) use statistical analysis; (10) prepare meaningful, concise & accurate reports; (11) use proper research methods in gathering data; (12) cooperate with co-workers on group projects; (13) handle sensitive inquiries from & contacts with officials & general public. *developed after employment

List Position Numbers & Job Titles of Positions Directly Supervised:	SIGNATURE OF AGENCY REPRESENTATIVE	DATE
	B Gerhardstein	9/11/10

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☒ Permanent ☐ Temporary ☐ Intermittent

☒ Classified ☐ Unclassified

Overtime: ☒ Eligible ☐ Exempt

If FLSA Exempt, exemption type:

Bargaining Unit

Page 2 of 2

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 BMB

JOB DESCRIPTION AND WORKER CHARACTERISTICS

%	Job Duties in Order of Importance	Knowledge, Skills & Abilities
20	Conducts research & collects & analyzes data on specified state job classifications , employment trends, workforce composition, labor market projections &/or retentions issues; collects & reports data in response to national & other state government compensation/salary surveys; assists manager in development of survey instruments & questionnaires used for data collection & analysis; originates detailed & accurate report of findings.	Knowledge of: 1; 2*; 4*. Skill in: 6. Ability to: 7; 9; 10; 11; 13.
15	Conducts workshops on state employment & hiring processes; assists higher level human capital management personnel in performing other organizational development related duties as requested by management.	Knowledge of: 1; 2*; 4*. Ability to: (14) prepare & deliver speeches before specialized audiences & general public. *developed after employment

List Position Numbers & Job Titles of Positions Directly Supervised:

SIGNATURE OF AGENCY REPRESENTATIVE: B Rinehart

DATE: 6/11/10