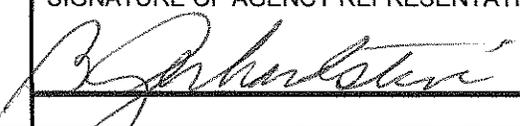


<b>POSITION DESCRIPTION</b>		AGENCY/DEPT ID Department of Administrative Services DAS302180
DIVISION OR INSTITUTION Human Resources	UNIT OR OFFICE Organizational Development Test Administration	COUNTY OF EMPLOYMENT Franklin

POSITION NUMBER 20005911           JOB TITLE Human Capital Management Associate           JOB CODE 64611	<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 HCM Associate		POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR 20005907 HCM 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  Page 1 of 2
	NORMAL WORKING HOURS (Explain unusual or rotating shift): FROM: 8:00 a.m.      TO: 5:00 p.m.			
	<b>JOB DESCRIPTION AND WORKER CHARACTERISTICS</b>			
	%	Job Duties in Order of Importance	Knowledge, Skills & Abilities	
	55	On behalf of Department of Administrative Services (DAS) Human Resources Division Test Administration unit: provides assistance to customers with routine inquiries (e.g., explain civil service testing procedures, interprets state test & vacancy bulletins, directs calls to appropriate staff & agency contacts; takes messages & transfer inquiries to appropriate internal staff & management); provides support to operational, technical & managerial staff; (.e.g., downloads & alphabetizes Ohio Hiring Management System (OHMS) applications, uses word processing packages, spreadsheets & associated equipment to produce electronic copies of all application materials sent to unit for processing & approval); runs photo & computer printer copies.	Knowledge of: (1) public relations; (2) human relations; (3) office practices & procedures; (4) agency policies & procedures* (e.g. Ohio Revised Code (ORC), Ohio Administrative Code (OAC); (5) government structure & processes*. Skill in: (6) operation of personal computer & associated hardware/software (e.g. Microsoft Word, Excel, copier, phone, TTY, OHMS); (7) using Centrix phone system. Ability to: (8) carry out detailed but basic written or oral instructions; (9) deal with problems involving several variables in familiar context; (10) apply principles to solve practical & everyday problems; (11) follow written & verbal instructions; (12) screen messages; (13) arrange items in alphanumeric order; (14) answer routine telephone calls; (15) resolve complaints under stressful conditions; (16) copy records precisely without error.	
	25	Assists higher-level HCM staff: uses TRAC (applicant tracking system) to extract data on clients (e.g., researches records & data to answer questions); tracks applicants, answers questions about customer's history; produces documents for higher-level HCM staff to evaluate & approve/disapprove; creates & posts tests & bulletins in electronic form from paper copies; posts registers on OHMS; looks up passwords & user ID's as requested for OHMS access; runs errands; assists with mass mailing upon request.	Knowledge of: 1; 2; 3; 4*; 5*. Skill in: 6; 7. Ability to: 9; 10; 11; (17) use proper research methods in gathering data.  *developed after employment.	
	List Position Numbers & Job Titles of Positions Directly Supervised:		SIGNATURE OF AGENCY REPRESENTATIVE 	DATE 1/11/10

