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 20005911

☐ Reclassification ☐ New Position ☒ Update

Position Hyperlinked to ☐ Agency Organizational Tree

USUAL WORKING TITLE OF POSITION	POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR
HCM Associate	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 Associate

JOB CODE 64611

Appd 6/13/10 BMB

JOB DESCRIPTION AND WORKER CHARACTERISTICS

%	Job Duties in Order of Importance	Knowledge, Skills & Abilities
55	On behalf of Department of Administrative Services (DAS) Human Resources Division, Hiring Management group for test administration: 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
	B Sachsenstein	6/11/10

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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
10	Supports HCM Analyst at Test Center reception area on testing days (e.g., greets applicants, checks ID's & credentials, answers routine exam related questions; directs test takers to appropriate staff); sets up & maintains filing systems.	Knowledge of: 1; 2; 3; 4*; 5*. Skill in: 6; 7. Ability to: (18) maintain files; (19) cooperate with co-workers on group projects.
10	Assists higher-level HCM Analysts in remote testing events (e.g., sets-up & tears-down testing sessions; packs & insures travel checks list is followed to completion); works with customers who need assistance using OHMS to search for jobs; works with HRD IT team to diagnose OHMS problems; suggests upgrades & patches to system as needed).	Knowledge of: 1; 2;3;4*; 5*. Skill in: 6; 7. Ability to: 9; 10; (20) define problems, collect data, establish facts & draw valid conclusions.

*developed after employment

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	[signature]	6/11/10