

POSITION DESCRIPTION		AGENCY/DEPT ID Administrative Services DAS301805
DIVISION OR INSTITUTION Human Resources	UNIT OR OFFICE Workforce Administration	COUNTY OF EMPLOYMENT Franklin

POSITION NUMBER 20005917 JOB TITLE Human Capital Management Manager	<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 Manager		POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR 20005834 HCM Administrator 2	
	<input checked="" type="checkbox"/> Permanent <input type="checkbox"/> Temporary <input type="checkbox"/> Intermittent	<input checked="" type="checkbox"/> Classified <input type="checkbox"/> Unclassified	Overtime: <input type="checkbox"/> Eligible <input checked="" type="checkbox"/> 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 DESCRIPTION AND WORKER CHARACTERISTICS		
%	Job Duties in Order of Importance	Knowledge, Skills & Abilities
40	Analyzes data using statistical methods & applications to evaluate & identify trends; communicates with agencies to calibrate ratings; recommends need for standard/ad hoc reports for statewide or agency use in Business Intelligence (BI) Performance Mart (e.g., uses computer to enter, access or retrieve data, use relational database software, use spreadsheet software, use word processing or desktop publishing software); write reports on research findings & implications to contribute to general knowledge & to suggest potential changes in organizational functioning for ePerformance; identifies business needs & facilitates organizational changes via agency networks (e.g., provides communication plans &/or toolkit items to enhance ePerformance program).	Knowledge of: 1, 2, 3, 4, 5, 6, 7*, 8. Skill in: 9. Ability to: 10, 11, 12, 13, 14, 15, 16, 17
20	Performs related administrative duties: oversees maintenance of records related to section activities; operates office equipment (e.g., scanner, photocopier, shredder); responds in professional & customer-focused manner when answering telephone &/or responding to inquiries from agency personnel, employees & general public via telephone, in-writing by email, and/or in-person at meetings, conferences, and/or one-on-one sessions.	Knowledge of: 4,7*. Skill in: 9. Ability to: 14, 15. *developed after employment

H List Position Numbers & Job Titles of Positions Directly Supervised: 20005906 HCM Analyst	SIGNATURE OF AGENCY REPRESENTATIVE 	DATE 7/3/12
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