

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

POSITION NUMBER 20005933           JOB TITLE Human Capital Management Associate           JOB CODE 64611           App'd 5/17/11 BAO	<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 20005837 HCM Manager	
	<input type="checkbox"/> Permanent	<input type="checkbox"/> Classified	Overtime: <input type="checkbox"/> Eligible <input checked="" type="checkbox"/> Exempt	Bargaining Unit
	<input type="checkbox"/> Temporary	<input checked="" type="checkbox"/> Unclassified	If FLSA Exempt, exemption type:	Page 1 of 2
	<input checked="" type="checkbox"/> Intermittent			
	NORMAL WORKING HOURS (Explain unusual or rotating shift): FROM: 8 a.m.      TO: 5:00 pm			
	<b>JOB DESCRIPTION AND WORKER CHARACTERISTICS</b>			
	%	Job Duties in Order of Importance	Knowledge, Skills & Abilities	
	70	Develops technical Human Resources skills, knowledge & abilities in the performance of basic HR assignments requiring application of HR practices to make decisions which have prescribed outcomes in compensation, classification, test development & workforce planning (e.g., performs one non-advanced HR sub-program, through on the job training, learns to perform routine professional & administrative HR support functions, approves &/or disapproves basic human resources paperwork based on prescribed practices such as position descriptions for centralized agencies, responds to basic inquiries from & provides technical assistance to human capital management personnel & general public per applicable Ohio Revised Code (ORC) laws &/or Ohio Administrative Code (OAC) rules, Human Resources Division (HRD) policies & procedures, collective bargaining contract provisions &/or federal regulations); enters data into logs & files documents such as job audits, position specific minimum qualification (PSMQ) requests, &/or class plan changes; attends on-site audits, shadows at audit appeal hearings, &/or gathers information for class plan changes, PSMQ's or job analysis via meetings &/or OAKS (e.g., rationale for change, duty or KSA statements, allocation/cost documentation, etc.); reviews submissions of PSMQ's, job audit & class plan changes for accuracy & completeness; monitors workforce planning trends; utilizes Ohio Administrative Knowledge System (OAKS) Business Intelligence (BI) to query data & generate reports; follows-up on questions &/or problems &/or recommendations for resolution to Compensation & Workforce Planning manager.	Knowledge of: (1) Compensation, (2) classification principles & development*, (3) Civil service test development*, (4) workforce planning*, (5) Ohio civil service law (i.e., Ohio Revised Code section 124 & Ohio Administrative Code Chapter 123*; (6) human relations, (7) agency policies & procedures (i.e., processing of human resources related documents)*, (8) Government structure & process* (i.e., federal & state laws & rules governing EEO, ADA, FMLA) (9) interviewing; (10) labor relations, (11) human resource development, (12) Ohio Administrative Knowledge System query & reporting procedures*, (13) job analysis procedures*. Skill in: (14) operation of personal computer including hardware & software (i.e., MS Word, MS Excel, MS Powerpoint). Ability to: (15) define problems, collect data, establish facts & draw valid conclusions (16) prepare meaningful, concise & accurate reports, (17) 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
			5/19/11	

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	NORMAL WORKING HOURS (Explain unusual or rotating shift): FROM: 8 a.m.      TO: 5:00 pm			
	<b>JOB DESCRIPTION AND WORKER CHARACTERISTICS</b>			
	%	Job Duties in Order of Importance	Knowledge, Skills & Abilities	
	20	Under direction of Compensation & Workforce Planning manager assists in creating training manuals &/or internal processing manuals; assists with training for state agencies (e.g., PD writing, test development); assists in monitoring, preparing &/or processing forms & reports for non-primary human resources sub-programs; assists higher-level HCM staff or other administrative staff on special projects & reports; attends in-service meetings &/or seminars.	Knowledge of: 3*, 7*, 11*. Skill in: 14. Ability to: 15.	
	10	Performs routine clerical tasks such as opening, sorting, photocopying materials; files decentralization packets and signature authority forms; serves as back-up to unit staff.	Knowledge of: 2*, 3*, 7*, 8* Skill in: 14 (18) equipment operations (i.e., personal computer, photocopier, facsimile). Ability to: (19) Carry out detailed but basic written or oral instructions, (20) maintain accurate records, (21) sort items into categories according to established methods.  (*) Developed after employment	
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