POSITION DESCRIPTION

AGENCY/DEPT ID
DAS102100

DIVISION OR INSTITUTION	UNIT OR OFFICE	COUNTY OF EMPLOYMENT
Administrative Support	Office of Employee Services	Franklin

POSITION NUMBER 20006014

☐ Reclassification ☐ New Position ☒ Update

Position Hyperlinked to ☐ Agency Organizational Tree

USUAL WORKING TITLE OF POSITION	POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR
HCM Analyst	SEE TABLE OF ORGANIZATION

☒ Permanent ☐ Temporary ☐ Intermittent

☒ Classified ☐ Unclassified

Overtime: ☒ Eligible ☐ Exempt

If FLSA Exempt, exemption type:

Bargaining Unit 22
PR 10
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

JOB CODE 64612 APD 2-19-13 [illegible]

JOB DESCRIPTION AND WORKER CHARACTERISTICS

%	Job Duties in Order of Importance	Knowledge, Skills & Abilities
50	Performs various human resources functions for Department of Administrative (DAS): creates job analysis documents & conducts meeting; receives & logs requests for action on position descriptions (PDs); scans, uploads & maintains PDs on Office of Employee Services (OES) website; oversees job posting process [e.g., utilizes Ohio Hiring Management System (OHMS); monitors posting deadlines & forwards applications to HR Consultant; prepares & places advertisements via newspapers, magazines & internet; processes, sorts & logs mailed & faxed applications]; assists with selection process (e.g., screens applications for minimum qualifications; schedules proficiency exams & interviews; may notify selected candidates of acceptance); conducts pre-hire meeting (e.g., performs reference checks; coordinates background checks & drug screening); communicates with applicants regarding status of vacant positions; initiates Personnel Action (PA's) utilizing the Ohio Administrative Knowledge System (OAKS), Human Capital Management (HCM) module, in accordance with HRD ePAR Process Manual & Decentralization Policy (e.g., researches & verifies accuracy of information, ensures proper documentation is attached, enters appropriate information into ePAR for approval, distributes appropriately, etc.); operates motor vehicle for travel to offsite locations to conduct work related activities. Provides administrative support to OES HR team: explains application procedures; maintains files & activity logs of data; tracks performance evaluations in the ePerformance OAKS Module (e.g., ensures evaluations are completed, runs reports, etc.); updates tables of organization (TO); responsible for monitoring & updating the agency Weather Essential Employee listing (e.g., e.g., create stickers, general letters, order badges, etc.); request information from division HRCs in order to generate the monthly senior team reports; maintain job posting board (e.g., post/remove vacancies, etc.); responsible for generating office supply orders for OES central office team.	Knowledge of (1) civil service & collective bargaining laws, rules & regulations; (2) agency policies & procedures*; (3) federal & state laws & rules governing fair employment practices;(4) interviewing; (5) public relations; (6) PeopleSoft application (e.g., OAKS/HCM); (13) office practices & procedures; (15) OAKS BI reporting*. Skill in (7) operation of personal computer & associated hardware/ software (e.g., MS Office, PeopleSoft application, VISIO). Ability to (8) define problems, collect data, establish facts & draw valid conclusions; (9) communicate effectively in writing & verbally; (10) interpret minimum qualifications; (11) evaluate employment applications; (12) obtain & maintain valid Ohio driver's license; , (14) prepare meaningful, concise & accurate reports. *developed after employment

List Position Numbers & Job Titles of Positions Directly Supervised:	SIGNATURE OF AGENCY REPRESENTATIVE	DATE
	[illegible]	2/12/13

POSITION DESCRIPTION

		AGENCY/DEPT ID Department of Administrative Services DAS 102100
DIVISION OR INSTITUTION Administrative Support	UNIT OR OFFICE Office of Employee Services	COUNTY OF EMPLOYMENT Franklin

POSITION NUMBER 20006014

☐ Reclassification ☐ New Position ☒ Update

Position Hyperlinked to ☐ Agency Organizational Tree

USUAL WORKING TITLE OF POSITION	POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR
HCM Analyst	SEE TABLE OF ORGANIZATION

☒ Permanent ☐ Temporary ☐ Intermittent	☒ Classified ☐ Unclassified	Overtime: ☒ Eligible ☐ Exempt If FLSA Exempt, exemption type:	Bargaining Unit 22 PR 10 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 APD 2-19-13 UAY

JOB DESCRIPTION AND WORKER CHARACTERISTICS

%	Job Duties in Order of Importance	Knowledge, Skills & Abilities
50	Under general direction of the Payroll and Benefits Manager, assists in program direction by relieving Payroll and Benefits Manger of routine payroll related activities for program areas in payroll and employee benefits: Develops & maintains operational procedures related to payroll and timesheet processing; oversees auditing of timesheet codes for exceptions; makes corrections; scans for time reporting codes (TRC), makes adjustments; work with divisional liaison and managers to get request for leave and payable time approved; calculate leave balances and adjustments of leave balances; researches payroll files to provide upper level HR staff with information to make adjustments in pay &/or benefits (e.g., workers' compensation, disability, FML,, etc.);distributes payroll checks and related documents to divisions; posts all employee deductions (e.g., taxes, address changes, electronic funds transfers & credit union); audits payroll to ensure compliance with Fair Labor Standards Act (FLSA), Ohio Revised Code and Union Contract provisions (e.g., ensure that laws governing overtime & compensatory time are in compliance) and work rules; investigates records and posts divisional payroll corrections; identifies program errors in automated timekeeping system necessitating manual corrections of payroll; conducts computer searches to identify and correct errors in divisional payroll by running daily payroll reports during payroll processing week (e.g. hours greater than 80, OT & SICK in the same week); responds to employee inquiries regarding payroll & benefits, Union contract provisions, the Ohio Revised code and work rules as it relates to Payroll & Benefits; sends out letters and processes jury duty payments; checks to make sure appropriate paperwork has been submitted, assists and/or conducts new employee orientation explaining payroll information (e.g. taxes). Acts as back-up for processing disability and worker compensation payments and entries.	Knowledge of (1) public relations; (2) civil service laws, rules & regulations; (3) agency policies & procedures (health insurance & benefits);* (4) social insurance (e.g., workers' comp, unemployment, social security, disability insurance, public employees retirement); (5) state mainframe computer system. Skill in use of (6) personal computer; (7) Microsoft Word, Excel, Access. Ability to (8) interpret a variety of technical material in books, journals, and manuals; (9) calculate fractions, decimals, and percentages; (10) use proper research methods in gathering data; (11) resolve complaints from angry citizens and government officials; (12) handle sensitive inquiries from and contacts with officials and general public; (13) work alone on most tasks; (14) prepare meaningful, concise and accurate reports; (15) maintain accurate records; (16) understand payroll entry procedures; (17) establish facts & draw valid conclusions. *developed after employment

List Position Numbers & Job Titles of Positions Directly Supervised:	SIGNATURE OF AGENCY REPRESENTATIVE	DATE
	Marissa Walker	2/12/13