POSITION DESCRIPTION

		AGENCY/DEPT ID Department of Administrative Services/ DAS102100
DIVISION OR INSTITUTION Administrative Support	UNIT OR OFFICE Office of Employee Services	COUNTY OF EMPLOYMENT Franklin

POSITION NUMBER 20006014

JOB TITLE Human Capital Management Analyst

JOB CODE 64612

☐ Reclassification ☐ New Position ☒ Update

Position Hyperlinked to ☐ Agency Organizational Tree

USUAL WORKING TITLE OF POSITION	POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR
Human Resources 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 DESCRIPTION AND WORKER CHARACTERISTICS

%	Job Duties in Order of Importance	Knowledge, Skills & Abilities
30	Serves as human resources analyst for Department of Administrative Services (DAS), Office of Employee Services (OES): creates job analyses documents & conducts meetings; scans, uploads & maintains PDs on OES website; utilizes Ohio Hiring Management System (OHMS) to oversee job posting process (e.g., monitors posting deadlines, batches & forwards applications to HR Consultant, enters mailed & faxed applications) & maintains job posting board (e.g., posts & removes vacancy notices); 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., completes on-boarding paperwork & reference checks, coordinates background checks & drug screening); communicates with applicants regarding status of vacant positions; initiates Electronic Personnel Action Requests (ePARs) utilizing Ohio Administrative Knowledge System (OAKS), Human Capital Management (HCM) module, in accordance with HRD guidelines & OES PA Decentralization Policy (e.g., researches & verifies accuracy of information, ensures proper documentation is attached, enters appropriate information into ePAR for approval); operates motor vehicle for travel to offsite locations to conduct work related activities; provides administrative support to OES HR team (e.g., explains application procedures, maintains files & activity logs of data, runs reports); updates Tables of Organization (TOs); monitors & updates agency Weather Essential Employee listing (e.g., creates stickers, processes general letters, orders badges); requests information from HRCs in order to generate quarterly senior team reports.	Knowledge of (1) human resources management (e.g., classification issues, staffing needs, payroll, workplace safety); (2) civil service laws, rules & regulations & provisions of collective bargaining contracts; (3) agency policies & procedures*; (4) federal & state laws & rules governing fair employment practices; (5) government structure & process*; (6) interviewing; (7) public relations. Skill in (8) operation of personal computer & associated hardware/software (e.g., MS Office Suite, PeopleSoft, OAKS BI reporting*). Ability to (9) define problems, collect data, establish facts & draw valid conclusions; (10) communicate effectively in writing & verbally; (11) use proper research methods in gathering data; (12) interpret minimum qualifications; (13) evaluate employment applications; (14) calculate fractions, decimals, & percentages; (15) respond effectively to the most sensitive inquiries & complaints; (16) obtain & maintain valid driver's license; (17) prepare meaningful, concise & accurate reports; (18) work alone on most tasks; (19) maintain accurate records; (20) prioritize & deal with multiple issues/tasks simultaneously. *developed after employment

List Position Numbers & Job Titles of Positions Directly Supervised:	SIGNATURE OF AGENCY REPRESENTATIVE	DATE
	Marissa Walder	3/31/14

apd 3-31-14 al

POSITION DESCRIPTION

AGENCY/DEPT ID
Department of Administrative Services/
DAS 102100

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

POSITION NUMBER 20006014

☐ Reclassification ☐ New Position ☒ Update

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USUAL WORKING TITLE OF POSITION	POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR
Human Resources 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

JOB DESCRIPTION AND WORKER CHARACTERISTICS

%	Job Duties in Order of Importance	Knowledge, Skills & Abilities
50	Performs routine payroll related activities in administration of payroll & employee benefits: develops & maintains operational procedures related to payroll & timesheet processing; oversees auditing of timesheet codes for exceptions; identifies program errors in automated timekeeping system necessitating manual corrections of payroll by scanning for time reporting codes (TRCs) & makes corrections/adjustments to employee timesheets; works with divisional liaisons & managers to get requests for leave & payable time approved; calculates leave balances & 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, FMLA); distributes payroll checks & related documents to divisions; posts all employee deductions (e.g., taxes, electronic funds transfers & credit union); audits payroll to ensure compliance with Fair Labor Standards Act (FLSA), Ohio Revised Code (ORC), union contract provisions (e.g., overtime & compensatory time) & work rules; conducts computer searches to identify & correct errors in divisional payroll by running daily reports during payroll processing week (e.g., hours greater than 80, OT & sick in same week); responds to employee inquiries regarding payroll & benefits, union contract provisions, ORC, & work rules as it relates to payroll & benefits; checks to make sure appropriate paperwork has been submitted; assists with &/or conducts new employee orientation, explaining payroll information (e.g., taxes); acts as back-up for processing disability & workers' compensation payments & entries.	Knowledge of 1, 2, 3*, 5*, 7, (21) employee benefits (e.g., workers' compensation, unemployment, social security, disability insurance, public employees' retirement)*. Skill in 8, (22) use of state payroll mainframe screens*; (23) processing payroll using PeopleSoft HCM module. Ability to 9, 10, 11, 14, 15, 16, 17, 18, 19, 20, (24) interpret variety of technical material in books, journals, & manuals; (25) understand payroll entry procedures.
20	Oversees statewide combined charitable campaign (CCC): acts as Director's representative & chairs public relations & steering committee; participates in RFP process for selection of vendor that manages operations of CCC; reviews policies & procedures & makes recommendations for change & to improve accountability; reports any inefficiencies or deviation from policy or contract to Combined Charitable Office; monitors budget; reviews correspondence & works with DAS Communication office to approve all communications being sent from CCC; keeps DAS Legal apprised of issues/concerns (e.g., policy recommendations &/or updates, application review); manages activities associated with campaign (e.g., chooses incentive items, coordinates kick-off events, selects marketing materials).	Knowledge of 3*, 5*, 7, (26) campaign policy & procedures*; (27) budgeting. Skill in 8 Ability to 9, 10, 11, 14, 15, 16, 17, 18, 19, 20 *developed after employment

List Position Numbers & Job Titles of Positions Directly Supervised:	SIGNATURE OF AGENCY REPRESENTATIVE	DATE
	Maureen Walden	3/31/14

apd 3-31-14 cl