# POSITION DESCRIPTION

| | | |
|---|---|---|
| | | AGENCY/DEPT ID<br>Department of Administrative Services/<br>DAS101000 |
| DIVISION OR INSTITUTION<br>Administrative Support | UNIT OR OFFICE<br>Office of Employee Services | COUNTY OF EMPLOYMENT<br>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<br>☐ Temporary<br>☐ Intermittent | ☒ Classified<br>☐ Unclassified | Overtime: ☒ Eligible ☐ Exempt<br>If FLSA Exempt, exemption type: | Bargaining Unit 22<br>PR 10<br>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 |
|---|---|---|
| 50 | Serves as human resources analyst for Department of Administrative Services (DAS), Office of Employee Services (OES): assists in processing requests for Family Medical Leave Act (FMLA), Disability, Adoption/Childbirth Leave & Workers' Compensation; conducts meetings with staff & managers regarding benefit issues; reviews requests (e.g., determines if all criteria, as set forth in agency policy & program criteria, are met & obtains additional information from attending physician) in timely manner; assists with coordination of Workers' Compensation claims with Bureau of Worker's Compensation; prepares approval & disapproval notices for employees within stated deadlines; provides ongoing communication with supervisors & managers in order to ensure appropriate & fair treatment of employees; keeps division Human Resources Consultants informed about status of existing situations, as well as new requests for various types of considerations (e.g., FMLA, Disability, Workers' Compensation, Adoption/Childbirth Leave; collects, reviews & tracks all Call Off forms & elevates issues to primary Analyst for action; operates motor vehicle for travel to offsite locations to conduct work related activities; performs various HR functions in order to assist with maintenance of personnel related documentation (e.g., 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 documents are attached, enters appropriate information into ePAR for approval]; provides administrative support to OES HR team; updates Tables of Organization [TO's]; 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., payroll, employee benefits*); (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.<br>Skill in (8) operation of personal computer & associated hardware/software (e.g., MS Office Suite, PeopleSoft, OAKS BI reporting*).<br>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.<br><br>*developed after employment |

| List Position Numbers & Job Titles of Positions Directly Supervised: | SIGNATURE OF AGENCY REPRESENTATIVE | DATE |
|---|---|---|
| | Marissa Walter | 7/11/14 |

apd 7-11-14 cl

# POSITION DESCRIPTION

| AGENCY/DEPT ID | | |
|---|---|---|
| Department of Administrative Services/ DAS 101000 | | |
| DIVISION OR INSTITUTION<br>Administrative Support | UNIT OR OFFICE<br>Office of Employee Services | COUNTY OF EMPLOYMENT<br>Franklin |

POSITION NUMBER 20006014

JOB TITLE Human Capital Management Analyst

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☐ 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 |

| | | | |
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| ☒ Permanent<br>☐ Temporary<br>☐ Intermittent | ☒ Classified<br>☐ Unclassified | Overtime: ☒ Eligible ☐ Exempt<br>If FLSA Exempt, exemption type: | Bargaining Unit 22<br>PR 10<br>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 |
|---|---|---|
| 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). | Knowledge of 1, 2, 3*, 5*, 7, (21) employee benefits (e.g., workers' compensation, unemployment, social security, disability insurance, public employees' retirement)*.<br>Skill in 8, (22) use of state payroll mainframe screens*; (23) processing payroll using PeopleSoft HCM module.<br>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.<br><br>*developed after employment |

| List Position Numbers & Job Titles of Positions Directly Supervised: | SIGNATURE OF AGENCY REPRESENTATIVE | DATE |
|---|---|---|
| | Marissa Walker | 7/11/14 |

cpd 7-11-14