

<b>POSITION DESCRIPTION</b>		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 CODE TITLE Human Capital Management Analyst  JOB CODE APD 5-7-10 DAS 69912	<input checked="" type="checkbox"/> Reclassification <input type="checkbox"/> New Position <input type="checkbox"/> Update		Position Hyperlinked to <input type="checkbox"/>	
	USUAL WORKING TITLE OF POSITION HCM Analyst		POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR 20006012 Human Capital Management Manager	
	<input checked="" type="checkbox"/> Permanent <input type="checkbox"/> Temporary <input type="checkbox"/> Intermittent	<input checked="" type="checkbox"/> Classified <input type="checkbox"/> Unclassified <input type="checkbox"/> Essential	Overtime: <input checked="" type="checkbox"/> Eligible <input type="checkbox"/> 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.			
	<b>JOB DESCRIPTION AND WORKER CHARACTERISTICS</b>			
	%	Job Duties in Order of Importance	Knowledge, Skills & Abilities	
	55	Responsible for assisting in hiring activities for the Department of Administrative Services, Office of Information Technology, Infrastructure Services Division (ISD), in order to facilitate selection process: processes Personnel Actions (PAs), Position Descriptions (PDs), & Certification requests; screens applications for minimum qualifications; schedules interviews with managers & candidates; creates job analysis documents & conducts meeting, administers pre-hire proficiency testing (e.g., schedules candidates for testing, secures location, copies test materials, administers tests); may notify selected candidates of acceptance; performs reference checks; coordinates background checks; requests & processes certification lists (e.g., recall/reemployment & certification lists from Human Resources Division, reviews lists for accuracy, returns lists with action noted, answers inquiries regarding certification); conducts exit interviews; downloads & logs online applications into applicant database; processes, sorts & logs mailed & faxed applications; sorts & reviews applications; prepares job posting drafts; monitors posting deadlines & forwards applications to supervisor; maintains application folders; creates list of applicants from database for each vacancy posting; creates & processes PA's in accordance with PA Manual & Decentralization Policy (e.g., researches, types, verifies accuracy of information, ensures proper documentation is attached, forwards for signatures, distributes appropriately, maintains database); types & distributes confirmation letters to new employees; receives & logs requests for action on PDs; scans, uploads & maintains position descriptions for ISD on Office of Employee Services (OES) website; prepares & places advertisements via newspapers, magazines & Internet; operates motor vehicle for travel to offsite locations to conduct work related activities.	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. Skill in (6) operation of personal computer & associated hardware/software (e.g., MS Office). Ability to (7) define problems, collect data, establish facts & draw valid conclusions; (8) communicate effectively in writing & verbally; (9) interpret minimum qualifications; (10) evaluate employment applications; (11) obtain & maintain valid Ohio driver's license.	
			*developed after employment	
	List Position Numbers & Job Titles of Positions Directly Supervised:		SIGNATURE OF AGENCY REPRESENTATIVE	DATE
			<i>Allen N. Abbeffer</i>	5/7/10

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POSITION NUMBER 20006014	<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 Analyst		POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR 20006012 Human Capital Management Manager	
	<input checked="" type="checkbox"/> Permanent <input type="checkbox"/> Temporary <input type="checkbox"/> Intermittent	<input checked="" type="checkbox"/> Classified <input type="checkbox"/> Unclassified <input type="checkbox"/> Essential	Overtime: <input checked="" type="checkbox"/> Eligible <input type="checkbox"/> 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
25	Provides administrative support to assigned HCM Manager: communicates with applicants & public regarding status of vacant positions; explains application procedures; maintains assigned division files & activity logs of data; tracks assigned division's performance evaluations (e.g., logs into database, verifies appropriate signatures, files in employee personnel file); may update tables of organization (TO) for ISD; researches files to identify outdated PD's for assigned divisions.	Knowledge of 2, 5, (12) office practices & procedures. Skill in 6 Ability to 7, 8, 11, (13) prepare meaningful, concise & accurate reports.
20	Responsible for ISDs bi-weekly payroll preparation; works with employees and managers to complete approved Request For Leaves (RFLs) timely & correctly, researches errors and works with manager or employee to minimize payroll corrections; tracks & processes performance evaluations for ISD; ISD Coordinator for all Agency charitable campaigns & employee recognition program.	

JOB CODE APD 5-7-10 WAE  
 Human Capital Management Analyst  
 69912

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