100-000U

POSITION DESCRIPTION

AGENCY/DEPT ID
Department of Administrative Services
DAS301805

DIVISION OR INSTITUTION	UNIT OR OFFICE	COUNTY OF EMPLOYMENT
Human Resources Division	Workforce Administration	Franklin

POSITION NUMBER 20072329

JOB TITLE Human Capital Management Senior Analyst

JOB CODE 64613

Appd 8/17/11 BMS

☐ Reclassification ☐ New Position ☒ Update

Position Hyperlinked to ☐ Agency Organizational Tree

USUAL WORKING TITLE OF POSITION	POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR
HCM Senior Analyst	20005837 Human Capital Management Manager

☒ Permanent ☐ Temporary ☐ Intermittent	☒ Classified ☐ Unclassified	Overtime: ☒ Eligible ☐ Exempt If FLSA Exempt, exemption type:	Bargaining Unit 22 Page 1 of 2

NORMAL WORKING HOURS (Explain unusual or rotating shift):
FROM: 8:00 am TO: 5:00 pm

JOB DESCRIPTION AND WORKER CHARACTERISTICS

%	Job Duties in Order of Importance	Knowledge, Skills & Abilities
55	Completes assignments characterized by analysis of materials & application of professional HR principles in the performance of complex HR assignments, using independent judgment in situations not previously encountered (i.e., in the performance of duties associated with classification plan compliance/maintenance, compensation evaluations, workforce planning &/or test development) & independently makes complex determinations &/or recommendations to supervisor based on thorough analysis of facts; reviews proposed legislation & advises regarding impact; originates report of findings; drafts & files administrative rules in accordance with Ohio Revised Code (ORC) Chapter 119; assists with policy & procedure reviews & updates; forms business partnerships with agency staff (e.g., HR, Finance, Business or subject matter experts in critical operating areas) in compliance with customer service performance standards; leads/assist with focus groups of subject matter experts (SMEs) to evaluate & develop recommendations; presents findings to various levels of management including executive leadership; conducts research for statewide improvements & provides expert consultation to enable a high-performance workplace with a positive culture; utilizes the Ohio Administrative Knowledge System (OAKS) to gather data; serves as a consultant to agencies, boards & commissions to champion HR initiatives in concert with the strategic direction of the outwardly facing Human Resources Division of the Department of Administrative Services (DAS); establishes & implements tools to monitor & report effectiveness & efficiency of internal procedures & external strategies; prepares & presents training for classification plan proposal submissions, position description (PD) writing, workforce planning &/or test development.	Knowledge of: (1) workforce planning, (2) employee training development, (3) human resource development, (4) DAS human resources policies & procedures*, (5) government structure & process (e.g., Ohio Revised Code (ORC), Ohio Administrative Code (OAC))*, (6) interviewing. Skill in: (7) operation of a personal computer & related software (e;g., Microsoft Word, Access, Project, Excel & Visio), (8) office equipment operations (e.g., laptop, video projector, phone, teleconferencing). Ability to: (9) define problems, collect data, establish facts & draw valid conclusions, (10) add, subtract, multiply & divide whole numbers, (11) calculate fractions, decimals & percentages, (12) maintain accurate records, (13) prepare meaningful, concise & accurate reports, (14) use proper research methods in gathering data, (15) gather, collate & classify information about data, people or things, (16) 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
	B Gerhardstein	8/17/11

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Appd 8/17/11 BMS

JOB DESCRIPTION AND WORKER CHARACTERISTICS

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20	Performs human resources sub-programs as needed: (e.g., processes & approves position descriptions for PD decentralized agencies; conducts position audits & represents DAS at State Personnel Board of Review (SPBR) hearings; reviews & reports back to agencies requesting position specific minimum qualifications (PSMQ); conducts labor market studies; responds to surveys from other states or professional organization; manages special projects).	Knowledge of: 3, 4*, 6. Skill in: 7, 8. Ability to: 9, 12, 13, 15, 16.
25	Receives cross-training in Workforce Administration including in the areas of Hiring Management, Performance Management &/or Drug-Free Workplace Management; performs related administrative duties (e.g., prepares reports & correspondence; maintains &/or oversees human resources records/logs; prepares cost projections & assists in preparing budgets); attends meetings & trainings as needed.	Knowledge of: 3, 4*. Skill in: 7, 8. Ability to: 9, 10, 11, 12, 13, 14, 15, 16. *developed after employment

List Position Numbers & Job Titles of Positions Directly Supervised:	SIGNATURE OF AGENCY REPRESENTATIVE	DATE
	[signature]	8/17/11