100-000U

POSITION DESCRIPTION

AGENCY/DEPT ID
Department of Administrative Services (DAS)
DAS301805

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

POSITION NUMBER 20072329

☐ 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 1

☒ 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 TITLE: Human Capital Management Senior Analyst

JOB CODE: 64613 Appd 6/17/10 BNB

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 (e.g., in the performance of duties associated with classification plan proposal requests & submissions, classification plan compliance &/or workforce planning & evaluation of workforce analytics) & independently makes complex determinations &/or recommendations based on thorough analysis of facts; reviews proposed legislation & advises regarding impact; works with agencies to proactively manage the state classification plan; conducts in-depth classification & compensation reviews of union classifications as authorized by collective bargaining agreements & originates report of findings; evaluates classification plan proposals & works with affected agencies to develop draft specifications, creates new &/or modifies existing specifications; evaluates compensable factors to determine compensation; drafts & files administrative rules in accordance with Ohio Revised Code (ORC) Chapter 119; conducts position description (PD) compliance reviews for PD decentralized agencies, boards & commissions including policy review & updates, report preparation & monitoring corrective action plans to ensure progress towards continued compliance; forms business partnerships with agency staff involved in workforce planning (e.g., HR, Finance, Business or subject matter exerts in critical operating areas); conducts research for statewide improvements in workforce planning & provides expert consultation; utilizes the Ohio Administrative Knowledge System (OAKS) to gather data; evaluates workforce utilization trends relative to classification & compensation; serves as a consultant to agencies, boards & commissions; establishes & implements tools to monitor & report effectiveness & efficiency of internal procedures & external strategies; prepares & presents training for classification, compensation &/or workforce planning.	**Knowledge** of: (1) workforce planning, (2) employee training development, (3) human resource development, (4) agency 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 hardware/software (e.g., Microsoft Office Suite incl. Word, Access, Project, Excel & Visio), (8) Equipment Operations (e.g., personal computer, laptop, video projector, teleconferencing phone). **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
		6/17/10

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

JOB TITLE Human Capital Management Senior Analyst

JOB CODE 64613

Appd 6/17/10 BR

JOB DESCRIPTION AND WORKER CHARACTERISTICS

%	Job Duties in Order of Importance	Knowledge, Skills & Abilities
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 organizations; manages special projects for the Classification & Workforce Planning Programs.	**Knowledge** of: 3, 4*, 6. **Skill** in: 7, 8. **Ability** to: 9, 12, 13, 15, 16.
25	Receives cross-training in Workforce Administration including the Test Development & Administration, Ohio Hiring Management System (OHMS) & Performance Management Programs; performs related administrative duties (e.g., prepares reports & correspondence; maintains &/or oversees human resources records; assists in development of human resources policies & procedures; acts as administrative designee at pre-disciplinary conferences & prepares recommendations; advises & counsels employees & management on human resources practices; prepares cost projections & assists in preparing budget); attends meetings & training sessions 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]	6/17/10