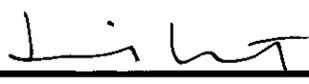


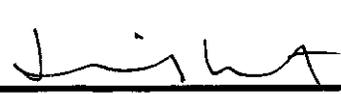
POSITION DESCRIPTION		AGENCY/DEPT ID Department of Administrative Services DAS102350
DIVISION OR INSTITUTION Administrative Support	UNIT OR OFFICE Central Services Agency	COUNTY OF EMPLOYMENT Franklin

POSITION NUMBER 20072473	<input checked="" type="checkbox"/> Reclassification <input type="checkbox"/> New Position <input checked="" 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 20005447 HCM 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
35	Assists Department of Administrative Services (DAS), Central Service Agency (CSA) Human Resource Manager in administrating benefits program: advises & assists employees in utilizing online self service benefits enrollment application (e.g., provides information regarding benefit plans; assists in resolving health, dental, & vision issues); analyzes & processes CSA bi-weekly payroll for boards & commissions [e.g., verifies all time is entered into the Ohio Administrative Knowledge System (OAKS) accurately; Family Medical Leave (FML) & disability are entered correctly]; calculates payroll adjustments regarding reclassification, promotion, demotion, longevity, step increases, tax withholding, health care & retirement; verifies & computes retroactive pay due to court decisions, errors in prior payrolls or legislation; distributes warrants & direct deposit statements; maintains all payroll record information (e.g., timesheets, payroll certifications, payroll registers, etc.); provides guidance & direction to boards/commission staff regarding entry of information into OAKS (e.g., appropriate TRC usage, leave requests, approval of time); process and maintain benefit events through OAKS (e.g. life event changes, personnel changes)	Knowledge of: (1) state benefit programs relative to health, dental & other state benefits*; (2) state benefits processes & procedures in PeopleSoft HCM Function*; (3) basic accounting principles; (4) state payroll process & procedures in PeopleSoft HCM Function; (5) boards & commissions structure & related Ohio Revised Code sections regarding respective personnel*; (6) basic mathematical calculations, fractions, percentages & decimals; Skill in (7) operation of personal computer & associated software (e.g., MS office, Outlook*, PeopleSoft HCM Function*; (8) use of calculator & office machines (e.g., copier, facsimile, printers). Ability to: (9) deal with a variety of variables impacting development of PeopleSoft Human Capital Management/Payroll functions & determining specific action to be taken; (10) define problems, establish facts & draw valid conclusions; (11) answer routine inquiries from boards & commissions employees, Directors, DAS HRD staff; (12) cooperate with co-workers & boards & commissions on group project; (13) maintain accurate records.
35	Responsible for creating and processing PA's (personnel actions) in accordance with the PA Manual & Centralization Policy (e.g. researches, types, verifies accuracy of information, ensures proper documentation, forwards for signatures, distributes appropriately, maintains database), conducts pre-hire on-boarding, processes drug tests as needed (e.g. locates facility and schedules test, completes and processes information to DAS/HRD), assist with background check, assist Human Resource Manager in selection process (e.g. notify selected candidates of acceptance, sit in on interviews,	Knowledge of: 5; (14) civil service & collective bargaining laws, rules & regulations*; (15) agency policy & procedures*, (16) federal & state laws & rules governing fair employment practices*; (17) public relations. Skills in: 7, Ability in: (18) define problems, collect data, establish facts & draw conclusions; (19) communicate effectively in writing & verbally. *Developed after employment.
List Position Numbers & Job Titles of Positions Directly Supervised:		SIGNATURE OF AGENCY REPRESENTATIVE 
		DATE 2/16/12

JOB CODE TITLE
 Human Capital Management Analyst
 JOB CODE
 64612
 AD 2-28-12

POSITION DESCRIPTION		AGENCY/DEPT ID Department of Administrative Services DAS102350
DIVISION OR INSTITUTION Administrative Support	UNIT OR OFFICE Central Services Agency	COUNTY OF EMPLOYMENT Franklin

POSITION NUMBER 20072473	<input checked="" type="checkbox"/> Reclassification <input type="checkbox"/> New Position <input checked="" 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 20005447 HCM 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 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		
20	Assists Human Resource Manager in processing benefit compensation programs (e.g. disability, workers compensation, and family medical leave (FMLA) in preparing and mailing packets, processing applications (e.g. determines if all criteria, as set forth in policy & program criteria, are met & obtains additional information from attending physician as needed); provide ongoing communication with the boards and commissions of status of claim, processes		Knowledge of: 1, 2, 3, 4, 5, 6. Skills in: 7, 8. Ability in: 9, 10, 11, 13.		
10	Responsible for performing clerical functions (e.g. written and verbal communication as it relates to HR, pull audit information for HR programs as needed, HR filing, answer general HR inquiries, assists with CSA related mail picks up & distribution of interoffice materials & correspondence, logs checks, Treasurer's office deposits,) Per other related duties as assigned by CSA management staff.		Knowledge of: 2, 5, (20) inventory control procedures; (21) office practices & procedures. Skill in 7, 8 Ability to 11, 12, 13. Knowledge of 14*. Skill in 7. Ability to 18, 19. *Developed after employment.		
JOB CODE 64612	List Position Numbers & Job Titles of Positions Directly Supervised:		SIGNATURE OF AGENCY REPRESENTATIVE 	DATE 2/16/12	

JOB CODE TITLE
 Human Capital Management Analyst
 APD 2-2872 US