

# POSITION DESCRIPTION

OHIO DEPARTMENT OF ADMINISTRATIVE SERVICES

AGENCY  
Department of Administrative Services

DIVISION OR INSTITUTION  
Administrative Support Division

UNIT OR OFFICE  
Office of Employee Services

POSITION NUMBER  
20005413 (501.0)

State Agency     County Agency     New Position     Change

County of Employment  
Franklin

USUAL WORKING TITLE OF POSITION  
HCM Analyst

POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR  
20005415 (506.0) Human Capital Management Manager

NORMAL WORKING HOURS (Explain unusual or rotating shift)  
8:00 a.m. - 5:00 p.m.

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## JOB DESCRIPTION AND WORKER CHARACTERISTICS

%	Job Duties in Order of Importance	Minimum Acceptable Characteristics
60	Responsible for processing requests for Family Medical Leave Act (FMLA), Disability, & Workers' Compensation: conducts meetings with managers & other staff regarding FMLA & other benefits 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; coordinates Workers' Compensation claims with Bureau of Workers' Compensation; prepares approval & disapproval notices to employees within stated deadlines; represents Office of Employee Services in association with other administrators & managers, by transmitting benefits decisions & changes to all divisions within the agency; provides ongoing communication with supervisors & managers in order to ensure appropriate & fair treatment of employees; acts as liaison between Human Resources Division's Office of Benefits Administration & other agency divisions on program implementation issues.	Knowledge of (1) benefits administration; (2) public relations; (3) agency policies & procedures*; (4) government structure & process*; (5) laws, rules & regulations related to State of Ohio employee benefit programs*; Skill in (6) operation of personal computer & associated hardware/software (MS Word, Excel & Access) Ability to (7) define problems, collect data, establish facts & draw valid conclusions; (8) write letters, memos, policies & procedures; (9) proofread technical materials, recognize errors & make corrections.
30	Maintains ongoing flow of documentation & communication on behalf of agency: participates in developing long-term goals & implementation strategies for agency safety & health programs; participates in agency training for benefit programs; participates in development & maintenance of benefits tracking system; responsible for tracking information via computer databases (e.g., enters information, generates reports on status of requests, extracts informational reports for division managers); keeps division Human Resource Coordinators informed about status of existing situations, as well as new requests for various types of considerations (e.g., FMLA, disability, workers' compensation); advises employees of procedures & provides guidance & information; prepares correspondence & documentation on situations as requested; answers inquiries from employees regarding benefits; interprets Civil Service laws, rules & policies; prepares special reports; completes special projects.	Knowledge of 1, 2, 3*, 4*, 5 Skill in 6 Ability to 7, 8, 9, (10) handle multiple tasks within short deadlines; (11) extract data from database to prepare meaningful, concise & accurate reports.
10	Performs other related duties as assigned: provides technical assistance in developing goals & time frames for Worker Compensation Program guidelines. Coordinates Superior Accomplishment Award Program & blood drives.	*developed after employment

JOB CODE TITLE  
Human Capital Management Analyst

JOB CODE  
69912

List Position Numbers and Class Titles of Positions Directly Supervised:

SIGNATURE OF AGENCY REPRESENTATIVE

DATE

*Allen T. Stauffer*

8/8/07

APB 8-31-07 (UAY)