100-000R

POSITION DESCRIPTION

OHIO DEPARTMENT OF ADMINISTRATIVE SERVICES

AGENCY
Department of Administrative Services

DIVISION OR INSTITUTION
Administrative Services Division

UNIT OR OFFICE
Office of Employee Services

POSITION NUMBER
20005422 (519.0)

JOB CODE TITLE
Human Capital Management Analyst

JOB CODE
69912

☒ 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
20005421 (518.0) Human Capital Management Senior Analyst

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

JOB DESCRIPTION AND WORKER CHARACTERISTICS

%	Job Duties in Order of Importance	Minimum Acceptable Characteristics
60	Responsible for hiring activities for assigned divisions 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 & drug screening of applicants (e.g., schedules lab appointments & mails background investigation form); 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 draft; monitors posting deadlines & forwards applications to Account Executive; 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; enters names in New Employee Orientation list; receives & logs requests for action on PDs; scans, uploads & maintains position descriptions for assigned divisions 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.
25	Provides administrative support to assigned Account Executive: 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 assigned divisions; 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 *developed after employment

List Position Numbers & Job Code Titles of Positions Directly Supervised:

SIGNATURE OF AGENCY REPRESENTATIVE: Allen N. Shaffer

DATE: 8/8/07

ARD 8-31-07

100-000R

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20005421 (518.0) Human Capital Management Senior Analyst

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

JOB DESCRIPTION AND WORKER CHARACTERISTICS

%	Job Duties in Order of Importance	Minimum Acceptable Characteristics
15	Assists other OES administrative & agency division staff with special projects & reports: acts as backup for front desk personnel during lunches, breaks & absences (e.g., answers phones, sorts & distributes mail, answers routine inquiries); generates personnel queries; coordinates assigned charity, community outreach & employee development programs; performs other related duties as assigned.	Knowledge of 1, 2, 3, Skill in 6 Ability to 7, 8, 11, 12 *developed after employment

List Position Numbers & Job Code Titles of Positions Directly Supervised:

SIGNATURE OF AGENCY REPRESENTATIVE: Allie N. Shaeffer

DATE: 8/8/07

APD 8-31-07 (VAY)