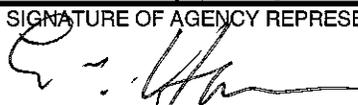


POSITION DESCRIPTION		AGENCY/DEPT ID Department of Administrative Services/ DAS101000
DIVISION OR INSTITUTION Administrative Support	UNIT OR OFFICE Office of Employee Services	COUNTY OF EMPLOYMENT Franklin

POSITION NUMBER 20005412	<input 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 HR Administrator		POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR SEE TABLE OF ORGANIZATION						
	<input checked="" type="checkbox"/> Permanent <input type="checkbox"/> Temporary <input type="checkbox"/> Intermittent	<input type="checkbox"/> Classified <input checked="" type="checkbox"/> Unclassified <input checked="" type="checkbox"/> Essential	Overtime: <input type="checkbox"/> Eligible <input checked="" type="checkbox"/> Exempt If FLSA Exempt, exemption type: Administrative	Bargaining Unit 22 PR 16 Page 1 of 2					
	NORMAL WORKING HOURS (Explain unusual or rotating shift): FROM: 7:30 a.m. TO: 4:30 p.m.								
JOB DESCRIPTION AND WORKER CHARACTERISTICS									
JOB CODE TITLE Human Capital Management Administrator 2	JOB CODE 64617	<table border="1"> <thead> <tr> <th style="width: 5%;">%</th> <th style="width: 60%;">Job Duties in Order of Importance</th> <th style="width: 35%;">Knowledge, Skills & Abilities</th> </tr> </thead> <tbody> <tr> <td style="vertical-align: top;">65</td> <td style="vertical-align: top;"> Acting on behalf of Department of Administrative Services (DAS) Director, serves as administrator for Office of Employee Services (OES), which provides human resources services to all divisions of DAS; serves as liaison between Director, Chief of Operations & divisions & other government agencies (e.g., position description & personnel action decentralization, ePerformance) regarding personnel & human resources matters; serves on Director's Senior Team & has Director's signature authority; develops & implements policies & procedures affecting agency-wide human resources programs (e.g., interviewing & selection, work rules, time reporting) & ensures all operations are in compliance with civil service laws & collective bargaining agreements (e.g., reviews & makes recommendations to Director & Chief of Operations concerning collective bargaining issues, grievance process & disciplinary actions); reviews & approves Office of Employee Services policies & procedures; advises Director, Assistant Director, Chief of Operations, & Deputy Directors concerning human resources policies & procedures. </td> <td style="vertical-align: top;"> Knowledge of (1) business/human resources/public administration; (2) civil service laws, rules, policies & procedures & provisions of collective bargaining contracts*; (3) workforce planning; (4) employee training & development; (5) supervisory practices; (6) public relations; (7) work rules & operating procedures; (8) principles & procedures for personnel recruitment & selection; (9) federal & state laws & rules governing fair employment practices (e.g., ADA, FMLA, EEO). Skill in (10) operation of personal computer & associated hardware/software (e.g., Microsoft Office Suite, OAKS*) & use of Internet. Ability to (11) prioritize & deal with multiple issues/tasks simultaneously; (12) define problems, collect data, establish facts, draw valid conclusions & initiate solutions; (13) interpret extensive variety of laws & rules in books, journals & manuals; (14) communicate effectively in writing & verbally; (15) originate letters reflecting current business practices; (16) prepare meaningful, concise & accurate reports; (17) gather, collate & classify information about data, people or things; (18) handle sensitive inquiries from & contacts with officials & general public; (19) obtain & maintain valid driver's license; (20) establish friendly atmosphere as administrator of office. *developed after employment </td> </tr> </tbody> </table>		%	Job Duties in Order of Importance	Knowledge, Skills & Abilities	65	Acting on behalf of Department of Administrative Services (DAS) Director, serves as administrator for Office of Employee Services (OES), which provides human resources services to all divisions of DAS; serves as liaison between Director, Chief of Operations & divisions & other government agencies (e.g., position description & personnel action decentralization, ePerformance) regarding personnel & human resources matters; serves on Director's Senior Team & has Director's signature authority; develops & implements policies & procedures affecting agency-wide human resources programs (e.g., interviewing & selection, work rules, time reporting) & ensures all operations are in compliance with civil service laws & collective bargaining agreements (e.g., reviews & makes recommendations to Director & Chief of Operations concerning collective bargaining issues, grievance process & disciplinary actions); reviews & approves Office of Employee Services policies & procedures; advises Director, Assistant Director, Chief of Operations, & Deputy Directors concerning human resources policies & procedures.	Knowledge of (1) business/human resources/public administration; (2) civil service laws, rules, policies & procedures & provisions of collective bargaining contracts*; (3) workforce planning; (4) employee training & development; (5) supervisory practices; (6) public relations; (7) work rules & operating procedures; (8) principles & procedures for personnel recruitment & selection; (9) federal & state laws & rules governing fair employment practices (e.g., ADA, FMLA, EEO). Skill in (10) operation of personal computer & associated hardware/software (e.g., Microsoft Office Suite, OAKS*) & use of Internet. Ability to (11) prioritize & deal with multiple issues/tasks simultaneously; (12) define problems, collect data, establish facts, draw valid conclusions & initiate solutions; (13) interpret extensive variety of laws & rules in books, journals & manuals; (14) communicate effectively in writing & verbally; (15) originate letters reflecting current business practices; (16) prepare meaningful, concise & accurate reports; (17) gather, collate & classify information about data, people or things; (18) handle sensitive inquiries from & contacts with officials & general public; (19) obtain & maintain valid driver's license; (20) establish friendly atmosphere as administrator of office. *developed after employment
%	Job Duties in Order of Importance	Knowledge, Skills & Abilities							
65	Acting on behalf of Department of Administrative Services (DAS) Director, serves as administrator for Office of Employee Services (OES), which provides human resources services to all divisions of DAS; serves as liaison between Director, Chief of Operations & divisions & other government agencies (e.g., position description & personnel action decentralization, ePerformance) regarding personnel & human resources matters; serves on Director's Senior Team & has Director's signature authority; develops & implements policies & procedures affecting agency-wide human resources programs (e.g., interviewing & selection, work rules, time reporting) & ensures all operations are in compliance with civil service laws & collective bargaining agreements (e.g., reviews & makes recommendations to Director & Chief of Operations concerning collective bargaining issues, grievance process & disciplinary actions); reviews & approves Office of Employee Services policies & procedures; advises Director, Assistant Director, Chief of Operations, & Deputy Directors concerning human resources policies & procedures.	Knowledge of (1) business/human resources/public administration; (2) civil service laws, rules, policies & procedures & provisions of collective bargaining contracts*; (3) workforce planning; (4) employee training & development; (5) supervisory practices; (6) public relations; (7) work rules & operating procedures; (8) principles & procedures for personnel recruitment & selection; (9) federal & state laws & rules governing fair employment practices (e.g., ADA, FMLA, EEO). Skill in (10) operation of personal computer & associated hardware/software (e.g., Microsoft Office Suite, OAKS*) & use of Internet. Ability to (11) prioritize & deal with multiple issues/tasks simultaneously; (12) define problems, collect data, establish facts, draw valid conclusions & initiate solutions; (13) interpret extensive variety of laws & rules in books, journals & manuals; (14) communicate effectively in writing & verbally; (15) originate letters reflecting current business practices; (16) prepare meaningful, concise & accurate reports; (17) gather, collate & classify information about data, people or things; (18) handle sensitive inquiries from & contacts with officials & general public; (19) obtain & maintain valid driver's license; (20) establish friendly atmosphere as administrator of office. *developed after employment							
List Position Numbers & Job Titles of Positions Directly Supervised: SEE TABLE OF ORGANIZATION		SIGNATURE OF AGENCY REPRESENTATIVE 	DATE 7/2/14						

apd 7-2-14 cl

POSITION DESCRIPTION

AGENCY/DEPT ID
Department of Administrative Services/
DAS101000

DIVISION OR INSTITUTION
Administrative Support

UNIT OR OFFICE
Office of Employee Services

COUNTY OF EMPLOYMENT
Franklin

POSITION NUMBER
20005412

Reclassification New Position Update Position Hyperlinked to Agency Organizational Tree

USUAL WORKING TITLE OF POSITION: HR Administrator POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR: SEE TABLE OF ORGANIZATION

Permanent Classified Overtime: Eligible Exempt Bargaining Unit 22
 Temporary Unclassified
 Intermittent Essential If FLSA Exempt, exemption type: Administrative PR 16
Page 2 of 2

NORMAL WORKING HOURS (Explain unusual or rotating shift):
FROM: 7:30 a.m. TO: 4:30 p.m.

JOB DESCRIPTION AND WORKER CHARACTERISTICS

%	Job Duties in Order of Importance	Knowledge, Skills & Abilities
20	Supervises investigations of employee complaints & grievances: authorizes resolutions; participates on behalf of management during grievance process; supervises &/or conducts administrative investigations & hearings for proposed disciplinary action; prepares or assists in presentation of cases for arbitration; acts as liaison between agency & other governmental agencies; represents agency at legislative hearings, adjudicative or civil proceedings &/or other meetings & proceedings.	Knowledge of 1, 2*, 3, 4, 5, 6, 7, 8, 9 Skill in 10 Ability to 11, 12, 13, 14, 15, 16, 17, 18, 19, 20
15	Performs other related duties: conducts research; oversees special projects; prepares required administrative & confidential reports, forms & correspondence (e.g., policy statements, legislative drafts, agency personnel activity reports) related to human resources matters; attends meetings, seminars, & classes to keep current on changes in laws, rules & procedures affecting human resources; manages other projects requested by Director.	Knowledge of 1, 2*, 3, 4, 5, 6, 7, 8, 9 Skill in 10 Ability to 11, 12, 13, 14, 15, 16, 17, 18, 19, 20

This position is in the unclassified service per section 124.11(A) (9) of the Ohio Revised Code.

*developed after employment

JOB CODE TITLE
Human Capital Management Administrator 2

JOB CODE
64617

List Position Numbers & Job Titles of Positions Directly Supervised:

SEE TABLE OF ORGANIZATION

SIGNATURE OF AGENCY REPRESENTATIVE

DATE



7/2/14

apd 7-2-14