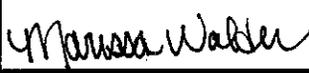


| | | |
|---------------------------------------------------|-----------------------------------------------|-----------------------------------------------------------------------|
| POSITION DESCRIPTION | | AGENCY/DEPT ID Department of Administrative Services/ DAS101000 |
| DIVISION OR INSTITUTION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

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|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------|
| POSITION NUMBER 20005414 JOB CODE TITLE Human Capital Management Administrator 1 JOB CODE 64616 | <input checked="" type="checkbox"/> Reclassification <input type="checkbox"/> New Position <input type="checkbox"/> Update | | Position Hyperlinked to <input type="checkbox"/> Agency Organizational Tree | |
| | USUAL WORKING TITLE OF POSITION HR Assistant 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 type="checkbox"/> Essential | Overtime: <input type="checkbox"/> Eligible <input checked="" type="checkbox"/> Exempt If FLSA Exempt, exemption type: Administrative | Bargaining Unit 22 PR 15 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 | |
| | 60 | On behalf of Department of Administrative Services (DAS), Office of Employee Services (OES), Human Resources Administrator, serves as assistant human resources administrator in order to provide human resources services to all divisions of DAS: oversees assigned human resources sub-programs (e.g., performance management, labor relations, Equal Employment Opportunity (EEO), training, employee engagement); develops and implements the performance management program (e.g., monitors and tracks annual and probationary performance evaluations, coaches supervisors and administrators on writing effective goals, holds one-on-one's with supervisors, as needed, reviews and approves incoming evaluations); develops and communicates the vision and scope of the performance management program to the agency, including a performance based incentive pay program. | Knowledge of (1) business/human resources/public administration; (2) human resources management; (3) supervisory practices; (4) agency policies & procedures*; (5) civil service laws, rules, policies & procedures & provisions of collective bargaining contracts; (6) budgeting; (7) federal & state laws & rules governing fair employment practices (e.g., ADA, FMLA, EEO); (8) public relations. Skill in (9) operation of personal computer & associated hardware/software (e.g., MS Office Suite, PeopleSoft) & use of Internet. Ability to (10) deal with large number of variables & determine specific course of action; (11) communicate effectively, in writing & verbally (12) define problems, collect data, establish facts, draw valid conclusions & determine resolutions; (13) handle routine & sensitive inquiries from & contacts with governmental officials, employees, general public & union officials; (14) prepare & maintain accurate reports & records; (15) gather, collate & classify information about data, people or things; (16) obtain & maintain valid driver's license; (17) establish friendly atmosphere as supervisor. | |
| | 20 | Directs labor relations and EEO activities: supervises employee investigations; authorizes resolutions; provides guidance on contractual requirements of labor agreements with regard to agency policies; oversees settlement offers for labor grievances & EEO complaints. | Knowledge of 1, 2, 3, 4*, 5, 6, 7, 8 Skill in 9 Ability to 10, 11, 12, 13, 14, 15, 16, 17 *developed after employment | |
| | List Position Numbers & Job Titles of Positions Directly Supervised: | | SIGNATURE OF AGENCY REPRESENTATIVE  | DATE 5/24/10 |

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| | | |
|---------------------------------------------------|-----------------------------------------------|-----------------------------------------------------------------------|
| 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 20005414 | <input checked="" type="checkbox"/> Reclassification <input type="checkbox"/> New Position <input type="checkbox"/> Update | | Position Hyperlinked to <input type="checkbox"/> Agency Organizational Tree | | | | | | |
|----------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------|-------------------------------|----|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------|--|
| | USUAL WORKING TITLE OF POSITION HR Assistant 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 type="checkbox"/> Essential | Overtime: <input type="checkbox"/> Eligible <input checked="" type="checkbox"/> Exempt If FLSA Exempt, exemption type: Administrative | Bargaining Unit 22 PR 15 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 CODE TITLE Human Capital Management Administrator 1 | JOB CODE 64616 | <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;">20</td> <td style="vertical-align: top;"> Works with OES staff concerning performance management, training initiatives, labor relations, EEO matters, problems & possible resolutions; conducts HR related trainings; writes policy & monitors agency's work rules, policies & procedures for conformance with existing union contracts, policy & applicable federal & state law. </td> <td style="vertical-align: top;"> Knowledge of 1, 2, 3, 4*, 5, 6, 7, 8 Skill in 9 Ability to 10, 11, 12, 13, 14, 15, 16, 17 </td> </tr> </tbody> </table> | % | Job Duties in Order of Importance | Knowledge, Skills & Abilities | 20 | Works with OES staff concerning performance management, training initiatives, labor relations, EEO matters, problems & possible resolutions; conducts HR related trainings; writes policy & monitors agency's work rules, policies & procedures for conformance with existing union contracts, policy & applicable federal & state law. | Knowledge of 1, 2, 3, 4*, 5, 6, 7, 8 Skill in 9 Ability to 10, 11, 12, 13, 14, 15, 16, 17 | |
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| | | Position is in unclassified service per Section 124.11(A) (9) of Ohio Revised Code. | *developed after employment | | | | | | |
| List Position Numbers & Job Titles of Positions Directly Supervised: | | SIGNATURE OF AGENCY REPRESENTATIVE  | DATE 5/24/10 | | | | | | |

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