

POSITION DESCRIPTION

AGENCY/DEPT ID
DAS-102100

DIVISION OR INSTITUTION
Administrative Support Division

UNIT OR OFFICE
Office of Employee Services

COUNTY OF EMPLOYMENT
Franklin

POSITION NUMBER
20005417

Reclassification New Position Update Position Hyperlinked to Agency Organizational Tree

USUAL WORKING TITLE OF POSITION: Performance & Organization Manager POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR: 20005412 Human Capital Management Administrator 2

Permanent Classified Overtime: Eligible Exempt Bargaining Unit 22
 Temporary Unclassified
 Intermittent Essential If FLSA Exempt, exemption type: PR:14
 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
45	Coordinates all recruitment & staffing processes (e.g., position descriptions, hiring process, application review, personnel actions) with assigned division Human Resource Coordinators (HRCs) & provides human resources assistance; participates in recruitment & hiring activities (e.g., reviews & approves position descriptions, posts new & vacant positions, screens applications & determines if applicants meet minimum qualifications); posts new & vacant positions; reviews & approves personnel actions; assists with divisional reorganization plans (e.g., reviews class structure, ensures requested reorganization is in compliance with state classification plan & positions requiring supervision are not compromised by reorganization); maintains position description files for assigned divisions; enters tracking information into management database & prepares reports based on analyses conducted; prepares weekly activity reports; participates in revision of operating procedures; conducts job analysis using WRIPAC & other appropriate methodology in order to accurately classify positions, document Position Specific Minimum Qualifications (PSMQS) & develop content valid assessment tools.	Knowledge of 1, 2, 3, 4, 5, 6, 7, (17) interview question development; (18) assessment principles & practices Skill in 8, 9, 10, (19) use of job analysis methodologies (e.g., WRIPAC & QEB); (20) writing & reviewing position descriptions; Ability to 11, 12, 13, 14, 15, 16
10	Performs other related duties as requested: works in conjunction with Account Executives & division personnel to create & maintain agency Table of Organization (TO)(e.g., using Visio software package); supplies TO & necessary information to Office of Finance, Human Resources Division, employees & others who submit requests; assists Human Resources Administrator (HRA) & Labor Relations Officer in preparing reorganization paperwork (e.g., calculates retention points, coordinates completion of necessary personnel actions, prepares employee notifications & miscellaneous letters, prepares reports on agency restructuring as necessary); assists HRA with personnel related projects as needed (e.g., compiles statistics, prepares reports, attends meetings on behalf of agency, prepares & presents training); supervises assigned staff.	Knowledge of 1, 2, 4, 5, 6 Skill in 10, 11 Ability to 12, 13, 14, 15, 16, 17, 18, 19 *developed after employment

JOB CODE TITLE
Human Capital Management Manager

JOB CODE
69915

List Position Numbers & Job Titles of Positions Directly Supervised:
20005419 College Intern

SIGNATURE OF AGENCY REPRESENTATIVE

DATE

Alli N. Shaeffer

2/7/11