

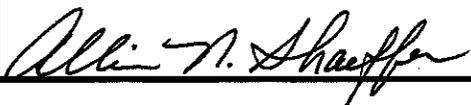
POSITION DESCRIPTION		AGENCY/DEPT ID DAS-102100
DIVISION OR INSTITUTION Administrative Support	UNIT OR OFFICE Office of Employee Services	COUNTY OF EMPLOYMENT Franklin

POSITION NUMBER 20005421	<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 Consultant		POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR 20005412 HCM Administrator 2	
	<input checked="" type="checkbox"/> Permanent <input type="checkbox"/> Temporary <input type="checkbox"/> Intermittent	<input checked="" type="checkbox"/> Classified <input type="checkbox"/> Unclassified	Overtime: <input type="checkbox"/> Eligible <input checked="" type="checkbox"/> Exempt If FLSA Exempt, exemption type:	Bargaining Unit <u>22</u> PR 14 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
55	Serves as agency Manager for hiring practices with the Department of Administrative Services (DAS) assigned divisions: ensures compliance with federal/state quantitative & qualitative hiring requirements (e.g., Ohio Revised Code, collective bargaining agreements, Affirmative Action goals, Americans with Disabilities Act, Fair Labor Standards Act); provides regular direction to agency human resource consultants regarding entire hiring procedures (e.g., writing positions descriptions, job analysis & writing appropriate interview/proficiency questions; recommends potential areas for class plan changes); develops & implements policies & procedures for primary employment functions (e.g., application processing, selection, notification); works as team member with HR coordinators to incorporate all areas into staffing policies & procedures; establishes & maintains variety of recruiting sources; analyzes & evaluates programs, policies & procedures affecting agency's recruitment & staffing programs; provides technical advice to aid Human Resources Administrator in decision making; provides information on staffing policies & procedures in response to inquiries; reviews & approves Personnel Actions (PA's) & attachments for accuracy & compliance with agency decentralized policy; reviews and approves performance evaluations submitted from agency divisions.	Knowledge of (1) public/human relations; (2) agency policies & procedures*; (3) government structure & process*; (4) English grammar & punctuation; (5) human resources office operations including recruitment & staffing (e.g., position descriptions, hiring process, application review, personnel actions); (6) job analysis methodologies (e.g., WRIPAC, QEE); (7) customer service techniques. Skill in (8) interpreting & applying laws, rules & regulations relating to human resources (e.g., Ohio Revised Code, collective bargaining agreements, Affirmative Action goals, Americans with Disabilities Act, Fair Labor Standards Act); (9) operation of personal computer & associated hardware/software (e.g., MS Word, Excel, Access & PowerPoint). Ability to (10) define problems, collect data, establish facts & draw valid conclusions; (11) write letters, memos, policies, procedures & reports; (12) prioritize & handle multiple tasks within short deadlines; (13) communicate effectively in writing & verbally; (14) maintain accurate & organized records; (15) work alone on most tasks; (16) maintain confidentiality; (17) interpret & understand extensive variety of human resources material from books, journals, manuals & web sites.

JOB TITLE
Human Capital Management Manager

JOB CODE APD 2-9-1/UAJ
64615

List Position Numbers & Job Titles of Positions Directly Supervised: 20005420 HCM Analyst	SIGNATURE OF AGENCY REPRESENTATIVE 	DATE 2/7/11
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POSITION DESCRIPTION		AGENCY/DEPT ID DAS-102100
DIVISION OR INSTITUTION Administrative Support	UNIT OR OFFICE Office of Employee Services	COUNTY OF EMPLOYMENT Franklin

POSITION NUMBER 20005421	<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 Consultant		POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR 20005412 HCM Administrator 2	
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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
35	Coordinates hiring processes with assigned division personnel & provides human resources assistance: interprets & applies Ohio Revised Code & collective bargaining agreements to ensure compliance in hiring practices; participates in recruitment & hiring activities (e.g., reviews & approves position descriptions, posts new & vacant positions, screens applications & determines if applicants meet minimum qualifications); 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 database & prepares reports based on analyses conducted; participates in revision of operating procedures; conducts job analysis using appropriate methodology in order to accurately classify positions, document Position Specific Minimum Qualifications & develop content valid assessment tools; attends & participates in meetings on behalf of agency regarding program areas; acts as Governor's Office liaison for position postings; supervises assigned staff & evaluates performance.	Knowledge of 1, 2*, 3*, 4, 5, 6, 7. Skill in 8, 9, (18) writing & reviewing position descriptions. Ability to 10, 11, 12, 13, 14, 15, 16, 17.
10	Performs other related duties as requested: works in conjunction with HR Consultants & division personnel to create & maintain agency Table of Organization (TO)(e.g., using Visio software package); supplies TO & necessary information to assigned divisional customers & others who submit requests; assists Human Resources Administrator (HRA) & Labor Relations Officer in preparing reorganization paperwork (e.g., 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 TITLE
Human Capital Management Manager

 JOB CODE
64615

APR 2-9-11

List Position Numbers & Job Titles of Positions Directly Supervised: 20005420 HCM Analyst	SIGNATURE OF AGENCY REPRESENTATIVE 	DATE 2/7/11
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