

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
20005425

Reclassification New Position Update

Position Hyperlinked to
Agency Organizational Tree

USUAL WORKING TITLE OF POSITION
Assessment Manager

POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR
20005412 Human Capital Management Administrator 2

Permanent
 Temporary
 Intermittent

Classified
 Unclassified
 Essential

Overtime: Eligible Exempt
If FLSA Exempt, exemption type:

Bargaining Unit 22
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 hiring processes 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; processes personnel actions; assists with division 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; processes performance evaluations.	Knowledge of 1*, 2*, 3, 4, 5, 6, 7, 8, (24) customer service techniques; Skill in 9, 10; 11, 12 Ability to 13, 14, 15, 16, 17, 18, 19, 20, 21, 22, 23
10	Performs other duties as assigned: assists Human Resources Administrator & Labor Relations Officer (e.g., staffing analysis, job audits, working-out-of-class grievances); represents Office of Employee Services at State Personnel Board of Review & State Employment Relations Board hearings; attends & participates in meetings on behalf of agency regarding program areas; proctors testing sessions to ensure exam integrity; maintains approved & completed test files; supervises assigned staff & evaluates performance.	Knowledge of 1*, 2*, 3*, 4, 5 Skill in 6, 7 Ability to 8, 9, 10, 11, 12, 13, 14, 15, 23 *developed after employment

JOB CODE TITLE
Human Capital Manager

APD 2-9-11 US

JOB CODE
69915

List Position Numbers & Job Titles of Positions Directly Supervised:

20005424 HCM Analyst

SIGNATURE OF AGENCY REPRESENTATIVE

Allen N. Shauffer

DATE

2/7/11