

# POSITION DESCRIPTION

OHIO DEPARTMENT OF ADMINISTRATIVE SERVICES

AGENCY  
Department of Administrative Services

DIVISION OR INSTITUTION  
Administrative Support Division

UNIT OR OFFICE  
Central Service Agency

POSITION NUMBER  
20005447 (2006.0)

State Agency     County Agency     New Position     Change

County of Employment  
Franklin

USUAL WORKING TITLE OF POSITION  
Assistant HR Manager

POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR  
20005445 Fiscal Officer 3

NORMAL WORKING HOURS (Explain unusual or rotating shift)  
8:00 a.m. - 5:00 p.m.

## JOB DESCRIPTION AND WORKER CHARACTERISTICS

%	Job Duties in Order of Importance	Minimum Acceptable Characteristics
45	<p>Serves as Assistant Human Resources (HR) Manager in providing HR services to the Boards &amp; Commissions as one of the customers to the Department of Administrative Services, Central Service Agency (CSA) with overall responsibility for: interpreting &amp; applying the Ohio Revised Code &amp; collective bargaining agreements to ensure compliance in hiring practices; maintaining ongoing communication with Board &amp; Commissions personnel regarding processes; develops &amp; implements policies &amp; procedures relating to responsibility areas; conducts training for HRCs, managers &amp; administrative staff on PD writing, job analysis &amp; writing appropriate interview and proficiency questions; recommends potential areas for class plan changes &amp; represents agency in class plan meetings; processes Position Description Questionnaires (e.g., reviews &amp; signs as management designee, advises division management of process &amp; necessary documentation, reviews &amp; submits documentation for evaluation by state classification unit); administers database to track position activity; oversees approval &amp; disapproval of pre-employment proficiency instruments &amp; interview questions; assists managers &amp; account executives in developing appropriate &amp; content-valid assessment tools (e.g., qualifications/experience/education questionnaire, multiple choice tests; structured interview questions) &amp; probationary period training &amp; evaluation plans.</p>	<p>Knowledge of (1) agency policies &amp; procedures (e.g., PD decentralization policy, PD processing)*; (2) government structure &amp; process (e.g., agency table of organization, state classification plan)*; (3) public/human relations; (4) English grammar &amp; punctuation; (5) employee training &amp; development; (6) interview question development; (7) assessment principles &amp; practices; (8) human resources office operations including recruitment &amp; staffing (e.g., hiring process, application review, personnel actions). Skill in (9) interpreting &amp; applying laws, rules &amp; regulations relating to human resources (e.g., Ohio Revised Code, collective bargaining agreements, Affirmative Action goals, Americans with Disabilities Act, Fair Labor Standards Act); (10) use of personal computer &amp; associated hardware/software (e.g., spreadsheet, database, word processing, mainframe environment &amp; presentation software); (11) use of job analysis methodologies (e.g., WRIPAC &amp; QEE); (12) writing &amp; reviewing position descriptions; Ability to (13) extract pertinent information from individuals, interpret &amp; evaluate responses; (14) establish &amp; maintain good rapport with co-workers, agency personnel &amp; customers; (15) define problems, collect</p> <p>*developed after employment</p>

JOB CODE TITLE  
Human Capital Management Manager

JOB CODE  
69915  
APD 12-16-08

List Position Numbers and Class Titles of Positions Directly Supervised:

20072473 HCM Associate

SIGNATURE OF AGENCY REPRESENTATIVE



DATE

12/10/08

# POSITION DESCRIPTION

OHIO DEPARTMENT OF ADMINISTRATIVE SERVICES

AGENCY  
Department of Administrative Services

DIVISION OR INSTITUTION  
Administrative Support Division

UNIT OR OFFICE  
Office of Employee Services

POSITION NUMBER  
20005447 (2006.0)

State Agency     County Agency     New Position     Change

County of Employment  
Franklin

USUAL WORKING TITLE OF POSITION  
Assessment Manager

POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR  
20005412 (500.0) Human Capital Management Administrator 2

NORMAL WORKING HOURS (Explain unusual or rotating shift)  
8:00 a.m. - 5:00 p.m.

### JOB DESCRIPTION AND WORKER CHARACTERISTICS

%	Job Duties in Order of Importance	Minimum Acceptable Characteristics
45	Coordinates all hiring processes for assigned Boards/Commissions & 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 HR information for assigned Boards/Commissions & prepares reports based on analyses conducted; 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.	data, establish facts & draw valid conclusions; (16) use proper research methods in gathering data; (17) maintain confidentiality of information; (18) maintain accurate & organized records; (19) work alone on must tasks; (20) interpret extensive variety of technical material in books, journals & manuals; (21) handle multiple tasks with short deadlines; (22) write letters, memos, policies & procedures; (23) communicate effectively in writing & verbally.  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 Fiscal Officer 3 (e.g., staffing analysis, working-out-of-class decisions, etc.); 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

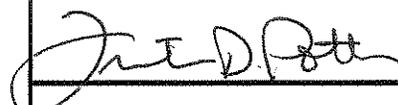
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Human Capital Management Manager

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69915  
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