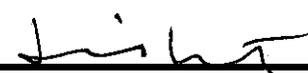


POSITION DESCRIPTION		AGENCY/DEPT ID Department of Administrative Services DAS102350
DIVISION OR INSTITUTION	UNIT OR OFFICE	COUNTY OF EMPLOYMENT Franklin

POSITION NUMBER 20005447	<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 HCM Manager		POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR 20005445 Fiscal Officer 3	
	<input checked="" type="checkbox"/> Permanent <input type="checkbox"/> Temporary <input type="checkbox"/> Intermittent	<input checked="" type="checkbox"/> Classified <input type="checkbox"/> Unclassified <input type="checkbox"/> Essential	Overtime: <input type="checkbox"/> Eligible <input checked="" type="checkbox"/> Exempt If FLSA Exempt, exemption type:	Bargaining Unit 22 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	
45	Serves as Assistant Human Resources (HR) Manager in providing HR services to the Boards & Commissions as one of the customers to the Department of Administrative Services, Central Service Agency (CSA) with overall responsibility for: interpreting & applying the Ohio Revised Code & collective bargaining agreements to ensure compliance in hiring practices; maintaining ongoing communication with Board & Commissions personnel regarding processes; develops & implements policies & procedures relating to responsibility areas; conducts training for HRCs, managers & administrative staff on PD writing, job analysis & writing appropriate interview and proficiency questions; recommends potential areas for class plan changes & represents agency in class plan meetings; processes Position Description Questionnaires (e.g., reviews & signs as management designee, advises division management of process & necessary documentation, reviews & submits documentation for evaluation by state classification unit); administers database to track position activity; oversees approval & disapproval of pre-employment proficiency instruments & interview questions; assists managers & account executives in developing appropriate & content-valid assessment tools (e.g., qualifications/experience/education questionnaire, multiple choice tests; structured interview questions) & probationary period training & evaluation plans.		Knowledge of (1) agency policies & procedures (e.g., PD decentralization policy, PD processing)*; (2) government structure & process (e.g., agency table of organization, state classification plan)*; (3) public/human relations; (4) English grammar & punctuation; (5) employee training & development; (6) interview question development; (7) assessment principles & practices; (8) human resources office operations including recruitment & staffing (e.g., hiring process, application review, personnel actions). Skill in (9) 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); (10) use of personal computer & associated hardware/software (e.g., spreadsheet, database, word processing, mainframe environment & presentation software); (11) use of job analysis methodologies (e.g., WRIPAC & QEE); (12) writing & reviewing position descriptions; Ability to (13) extract pertinent information from individuals, interpret & evaluate responses; (14) establish & maintain good rapport with co-workers, agency personnel & customers; (15) define problems, collect	
JOB CODE TITLE Human Capital Management Manager				
JOB CODE 64615				
6-24-11 VRS				
List Position Numbers & Job Titles of Positions Directly Supervised:		SIGNATURE OF AGENCY REPRESENTATIVE	DATE	
20072473 HCM Associate			6/23/11	

