

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
20005514

Reclassification New Position Update Position Hyperlinked to Agency Organizational Tree

USUAL WORKING TITLE OF POSITION
HR Consultant

POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR
SEE TABLE OF ORGANIZATION

Permanent
 Temporary
 Intermittent

Classified
 Unclassified

Overtime: Eligible 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
40	Serves as agency Manager for the Department of Administrative Services, Office of Employee Services: conducts research, completes special projects, establishes priorities & supervises assigned staff & monitors staff activities; identifies & resolves operational/problems/issues; provides input on budget for the office & approves expenditures; develops instruments to gather data to review & assess current work processes, procedures, work flow, staff productivity & performance, staffing & available training in order to summarize current situation & recommend changes for improvement; develops & implements strategies for staff development, training, replacement/recruitment, & staffing issues to improve performance & customer responsiveness; ensures consistent application of policies & discipline across division; establishes personnel goals & objectives for division; oversees divisional HR relations procedures; 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).	Knowledge of (1) management; (2) supervisory principles & techniques; (3) labor relations (e.g., collective bargaining agreements, grievance handling, discipline processing); (4) work force planning; (5) employee training & development; (6) employee safety procedures & practices; (7) public/human relations; (8) human resource practices (e.g., ORC, OAC, federal & state employment laws); (9) office management. Skill in (10) use of personal computer & associated hardware/software (e.g., MS Word, Outlook, OAKS*). Ability to (11) evaluate, implement & monitor training needs & programs; (12) establish & monitor long & short range organizational goals; (13) apply knowledge of current federal & state employment laws*; (14) apply principles to solve problems; (15) use proper research methods in gathering data; (16) effectively communicate orally, in writing & electronically; (17) handle routine & sensitive contacts with employees, union representatives, other government & private business officials.
35	Analyzes & develops division procedures (e.g., central work rules, accident investigation, grievance investigation, guidelines for compliance with incidence/occurrence of work place disruption/violence, division strike plan, etc.); serves as liaison for division managers for purpose of studying existing & new legislation, anticipating new requirements,	Knowledge of 1, 2, 3, 4, 5, 6, 8, 9 Skill in 10 (OAKS*) Ability to 11, 12, 13*, 14, 15, 16, 17

*Developed after employment.

List Position Numbers & Job Titles of Positions Directly Supervised:
SEE TABLE OF ORGANIZATION

SIGNATURE OF AGENCY REPRESENTATIVE

DATE



5/22/13

JOB TITLE
Human Capital Management Manager

JOB CODE
64615
APD 6-5-13

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UNIT OR OFFICE
Office of Employee Services

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POSITION NUMBER
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Reclassification

New Position

Update

Position Hyperlinked to
Agency Organizational Tree

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HR Consultant

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Bargaining Unit 22
PR 14
Page 2 of 2

NORMAL WORKING HOURS (Explain unusual or rotating shift):
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JOB DESCRIPTION AND WORKER CHARACTERISTICS

%	Job Duties in Order of Importance	Knowledge, Skills & Abilities
	recruitment & trends in personnel management; directs recruitment, placement, classification & employee relations for division; reviews & approves position descriptions & accuracy of assigned classifications & takes necessary action to remedy positions of concern; recommends changes in state classification plan in order to recruit/retain competent staff & prepares all necessary documentation in support of proposed changes; establishes career paths/promotional opportunities & counsels staff accordingly; establishes specific, detailed training curriculum for division managers & staff; monitors process/system to review employee evaluations & determine training & counseling opportunities.	
15	Provides administrative support to assigned division by providing expertise in human resource area & personnel management to all sections & program offices; oversees, screens, interviews, & coordinates hiring activity for assigned division positions; oversees personnel processing functions through supervision of lower-level administrative support staff; provides direction to division heads & other management staff on personnel matters (e.g., hiring, discipline, performance evaluations, EEO, & ADA issues); oversees division orientation & process.	Knowledge of 1, 2, 3, 4, 6, 8, 9 Skill in 10 (OAKS*) Ability to 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, 3, 4, 6, 8, 9 Skill in 10 (OAKS*) Ability to 11, 12, 13*, 14, 15, 16, 17

JOB CODE 64615
JOB TITLE Human Capital Management Manager
ADD 6-5-13 U3

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DATE



5/22/13