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

JOB TITLE Human Capital Management Manager

JOB CODE 64615 APD 1-15-13 OB

☐ Reclassification ☐ New Position ☒ Update

Position Hyperlinked to ☐ Agency Organizational Tree

USUAL WORKING TITLE OF POSITION	POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR
HR Consultant	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 hiring practices & special projects with the Department of Administrative Services (DAS) for assigned division: 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:	SIGNATURE OF AGENCY REPRESENTATIVE	DATE
SEE TABLE OF ORGANIZATION	Jeffrey Westhoven/cc	1/11/13

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

☒ Permanent ☐ Temporary ☐ Intermittent	☒ Classified ☐ Unclassified	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 TITLE **Human Capital Management Manager**

JOB CODE **64615** APP 1-15-13

JOB DESCRIPTION AND WORKER CHARACTERISTICS

%	Job Duties in Order of Importance	Knowledge, Skills & Abilities
35	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

List Position Numbers & Job Titles of Positions Directly Supervised:	SIGNATURE OF AGENCY REPRESENTATIVE	DATE
SEE TABLE OF ORGANIZATION	Jeffrey Westhoven/ce	1/11/13