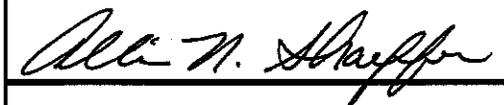


POSITION DESCRIPTION		AGENCY/DEPT ID DAS-102100
DIVISION OR INSTITUTION Administrative Support	UNIT OR OFFICE Office of Employee Services	COUNTY OF EMPLOYMENT Franklin

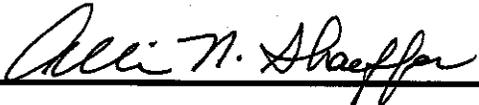
POSITION NUMBER 20005514	<input checked="" type="checkbox"/> Reclassification <input type="checkbox"/> New Position <input type="checkbox"/> Update		Position Hyperlinked to <input type="checkbox"/>	
			Agency Organizational Tree	
	USUAL WORKING TITLE OF POSITION HR Consultant		POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR 20005412 HCM Administrator 2	
	<input checked="" type="checkbox"/> Permanent <input type="checkbox"/> Temporary <input type="checkbox"/> Intermittent	<input checked="" type="checkbox"/> Classified <input type="checkbox"/> Unclassified	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
40	Serves as agency Manager for hiring practices & special projects with the Department of Administrative Services (DAS), General Services Division: conducts research, completes special projects, establishes priorities & supervises assigned GSD Employee Relations staff & monitors staff activities; identifies & resolves operational/problems/issues; provides input on budget for Employee Relations 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. *Developed after employment.

JOB CODE **64615**
 JOB TITLE **Human Capital Management Manager**
 2-23-11

List Position Numbers & Job Titles of Positions Directly Supervised: 20005515 Human Capital Management Analyst 20005517 & 20005518 Human Capital Management Senior Analyst 20005516 College Intern	SIGNATURE OF AGENCY REPRESENTATIVE 	DATE 2/7/11
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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 ADD 2-23-11 US	<input checked="" type="checkbox"/> Reclassification <input type="checkbox"/> New Position <input type="checkbox"/> Update		Position Hyperlinked to <input type="checkbox"/> Agency Organizational Tree	
	USUAL WORKING TITLE OF POSITION HR Consultant		POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR 20005412 HCM Administrator 2	
	<input checked="" type="checkbox"/> Permanent <input type="checkbox"/> Temporary <input type="checkbox"/> Intermittent	<input checked="" type="checkbox"/> Classified <input type="checkbox"/> Unclassified	Overtime: <input type="checkbox"/> Eligible <input checked="" type="checkbox"/> Exempt If FLSA Exempt, exemption type:	Bargaining Unit <u>22</u> 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	
	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, 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.	Knowledge of 1, 2, 3, 4, 5, 6, 8, 9 Skill in 10 (OAKS*) Ability to 11, 12, 13*, 14, 15, 16, 17	
	15	Provides administrative support to Deputy Director of General Services Division by providing expertise in human resource area & personnel management to all sections & program offices of GSD; acts on behalf of Deputy Director in approval/disapproval of personnel related requests; oversees, screens, interviews, & coordinates hiring activity for GSD 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	Acts for Deputy Director of General Services Division by representing division in meetings: provides information, makes presentations & assumes responsibility for General Services Division in absence of Deputy Director as assigned/authorized; keeps current of human resources trends; attends training, seminars & conferences.	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: 20005515 Human Capital Management Analyst 20005517 & 20005518 Human Capital Management Senior Analyst 20005516 College Intern		SIGNATURE OF AGENCY REPRESENTATIVE 	DATE 2/7/11