

POSITION DESCRIPTION		AGENCY/DEPT ID Department of Administrative Service- DAS301000
DIVISION OR INSTITUTION Human Resources Division	UNIT OR OFFICE Deputy Director's Office	COUNTY OF EMPLOYMENT Franklin

POSITION NUMBER 20005812 JOB TITLE Deputy Director 6 JOB CODE 61316 <i>Appel 4.3.16 AE</i>	<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 Deputy Director		POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR See Table of Organization	
	<input checked="" type="checkbox"/> Permanent <input type="checkbox"/> Temporary <input type="checkbox"/> Intermittent	<input type="checkbox"/> Classified <input checked="" type="checkbox"/> Unclassified	Overtime: <input type="checkbox"/> Eligible <input checked="" type="checkbox"/> Exempt If FLSA Exempt, exemption type:	Bargaining Unit 22 Page 1 of 1
	NORMAL WORKING HOURS (Explain unusual or rotating shift): FROM: 8:00 am TO: 5:00 pm			
	JOB DESCRIPTION AND WORKER CHARACTERISTICS			
	%	Job Duties in Order of Importance	Knowledge, Skills & Abilities	
	70	Directly manages & supervises administration of Human Resources Division (HRD): Benefits Administration; Office of Learning & Professional Development; HR Operations; Office of Talent Management; assumes overall administrative responsibility for State of Ohio's civil service & human resources operation for state employees: classification & compensation programs; benefits programs (e.g., health, life, vision, dental, disability, workers' compensation); administration of payroll time & labor; HCM security for state agency users; training programs for all state employees (e.g., development & implementation of basic skills, workforce development, individual employee performance & management & executive development; training programs); maintenance of all employee records, personnel actions & position descriptions for state employees; centralized employment recruiting programs; development & implementation of drug-free workplace testing program; administers State Civil Service laws & rules; collaborates with Ohio Administrative Knowledge System (OAKS) staff on HCM.	Knowledge of (1) Ohio Revised Code Chapters 124, 4117, & Ohio Administrative Code, Chapter 123*; (2) government structure & process; (3) contract & employment law; (4) labor relations; (5) budget development & management; (6) workforce planning; (7) human resources management. Skill in: (8) use of personal computer and related software (e.g., Microsoft, PeopleSoft). Ability to (9) manage senior-level staff; (10) evaluate multiple variables & determine specific course of action; (11) understand & interpret legal documents (i.e., contracts); (12) interact with high-level public officials (e.g., Governor, legislators, other agency directors & deputy directors); (13) effectively communicate ideas to diverse groups; (14) foster environment of morale & cooperation as division head.	
	20	Directs outreach efforts to customer agencies; develops agency committees to address common problems & works to upgrade quality & consistency of agency human resources functions.	Knowledge of: 1*, 2, 3, 4, 6, 7 Skill in: 8. Ability to: 10, 11, 12, 13	
	10	Assists in & oversees preparation of legislative bills & participates in legislative hearings as requested; advises Governor & Cabinet members on major human resources policy issues.	Knowledge of 1*, 2, 3, 4, 6, 7 Skill in: 8. Ability to 10, 11, 12, 13	
	Position is in unclassified service per Section 124.11(A)(9) of Ohio Revised Code & is overtime exempt. Must submit to & pass personal background check & drug test.		*developed after employment	
List Position Numbers & Job Titles of Positions Directly Supervised: See table of organization		SIGNATURE OF AGENCY REPRESENTATIVE 	DATE 6-3-16	