100-000U

POSITION DESCRIPTION

AGENCY/DEPT ID
Administrative Services
DAS102100

DIVISION OR INSTITUTION	UNIT OR OFFICE	COUNTY OF EMPLOYMENT
Administrative Support	Office of Employee Services	Franklin

POSITION NUMBER 20005814

JOB TITLE Human Capital Management Manager

JOB CODE 69915

Ad 6-8-10 WB

☐ Reclassification ☐ New Position ☒ Update

Position Hyperlinked to ☐ Agency Organizational Tree

USUAL WORKING TITLE OF POSITION	POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR
HCM Manager	20005412 Human Capital Management Administrator 2

☒ Permanent ☐ Temporary ☐ Intermittent	☒ Classified ☐ Unclassified	Overtime: ☐ Eligible ☒ Exempt If FLSA Exempt, exemption type:	Bargaining Unit PR14 Page 1 of 2

NORMAL WORKING HOURS (Explain unusual or rotating shift):
FROM: 7:30 a.m. TO: 4:00 p.m.

JOB DESCRIPTION AND WORKER CHARACTERISTICS

%	Job Duties in Order of Importance	Knowledge, Skills & Abilities
60	Serves as Human Resources Division (HRD) Human Resources (HR) Manager (i.e., employee relations, payroll & special projects); acts as HR coordinator to division employees, managers & supervisors on all aspects of human resources (e.g., classification issues, staffing needs, definition of duties, determination of appropriate classifications for positions, workplace safety); attends division & non-division meetings on behalf of HRD Deputy Director; formulates & implements personnel policies & procedures & ensures adherence to state & federal personnel policies & procedures; recommends changes to current policies to facilitate efficiency; provides assistance & analysis to managers & supervisors in planning process for future staffing needs; coordinates HRD classification revisions for class plan amendments with Office of Employee Services (OES); writes position descriptions for new positions & makes changes to current position descriptions; assists managers in the review and revision of new or existing position descriptions; prepares &/or oversees preparation of personnel paperwork (e.g., Personnel Actions, Personnel Action Requests, Job Postings, divisional forms (e.g., ID badges, computer access); develops assessments & structured interview questions in conjunction with managers & supervisors; participates in structured interviews; monitors & analyzes payroll discrepancies; monitors & tracks employee evaluation process &: personnel paperwork; maintains HRD's Table of Organization (TO) and compares with Funded Table of Organization (FTO); works closely with OES staff on personnel issues and processes; advises managers/supervisors on labor relations issues; confers with deputy director of HRD on direction for discipline matters; conducts administrative investigations & prepares reports; applies collective bargaining contract language, Ohio Revised Code, Ohio Administrative Code & federal laws, rules & Position is overtime exempt	Knowledge of: (1) human resources management (e.g., classification issues, staffing needs, payroll, definition of duties, determination of appropriate classifications for positions, workplace safety); (2) Collective Bargaining contracts, Ohio Revised Code, Ohio Administrative Code, federal laws, rules & regulations relating to human resources issues (e.g., discipline, hiring layoffs, grievances, settlement agreement)*; (3) public/human relations; (4) labor relations; (5) supervision; (6) agency/division policies & procedures*; (7) government structure & process*; (8) employee relations. Skill in: (9) use of personnel computer & associated software (e.g., MS Word, PeopleSoft HCM applications*). Ability to: (10) define problems, collect data, establish facts & draw valid conclusions; (11) communicate effectively in writing & verbally with technical & non-technical employees & senior management; (12) prioritize & deal with multiple issues/tasks simultaneously; (13) handle routine & sensitive contacts with employees, union representatives, other government & private business officials; (14) prepare meaningful, concise & accurate reports.

List Position Numbers & Job Titles of Positions Directly Supervised:	SIGNATURE OF AGENCY REPRESENTATIVE	DATE
20005422 HCM Analyst	[signature]	6.2.10

100-000U

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Administrative Services
DAS102100

DIVISION OR INSTITUTION	UNIT OR OFFICE	COUNTY OF EMPLOYMENT
Administrative Support	Office of Employee Services	Franklin

POSITION NUMBER 20005814

JOB TITLE Human Capital Management Manager

JOB CODE 69915

☐ Reclassification ☐ New Position ☒ Update

Position Hyperlinked to ☐ Agency Organizational Tree

USUAL WORKING TITLE OF POSITION	POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR
Executive Assistant to Deputy Director	20005412 Human Capital Management Administrator 2

☒ Permanent ☐ Temporary ☐ Intermittent	☒ Classified ☐ Unclassified	Overtime: ☐ Eligible ☒ Exempt If FLSA Exempt, exemption type:	Bargaining Unit PR14 Page 2 of 2

NORMAL WORKING HOURS (Explain unusual or rotating shift):
FROM: 7:30 a.m. TO: 4:00 p.m.

JOB DESCRIPTION AND WORKER CHARACTERISTICS

%	Job Duties in Order of Importance	Knowledge, Skills & Abilities
	regulations relating to labor relations issues (e.g., reprimands, suspensions, fines, grievances, settlement agreements, layoff); provides guidance in discipline matters to managers & supervisors; works with OES Labor Relations on labor issues & attends hearings; assists with division budget process (e.g., Fundable Table of Organization, SWCAP); attends hearings trainings, conferences & seminars on trends in human resources & changes in civil service/employment law; responds to verbal & written inquiries; supervises HCM Analyst (e.g., approves leave and timesheets, evaluates performance, sets goals and performance measurements, initiates discipline if needed).	
40	Responsible for oversight of the statewide combined charitable campaign (CCC); act as the director's representative & chair the public relations, application review & policy & procedure committees; participate in the RFP process for selection of vendor the manage the operations of the CCC; review policies & procedures & make recommendations for change; review procedures & make recommendations to improve accountability; report any inefficiencies or deviation for policy or contract with Combined Charitable Office; reviews & works with Department of Administrative Services (DAS) to approve all communications being sent from CCC.	Knowledge of: 1, 2*, 3, 5, 6*, 7, 8 Skill in: 9. Ability to: 10, 11, 12, 13, 14.
	Position is overtime exempt.	

List Position Numbers & Job Titles of Positions Directly Supervised:	SIGNATURE OF AGENCY REPRESENTATIVE	DATE
20005422 HCM Analyst	Hugh Caudill III	6.2.10

Appd 6-9-10 WB