

POSITION DESCRIPTION		AGENCY/DEPT ID Administrative Services DAS301100
DIVISION OR INSTITUTION Human Resources	UNIT OR OFFICE Deputy Director	COUNTY OF EMPLOYMENT Franklin

POSITION NUMBER 20005815	<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 Assistant Deputy Director		POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR 20005812 Deputy Director 6	
	<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 Page 1 of 2

NORMAL WORKING HOURS (Explain unusual or rotating shift):
 FROM: 8 am TO: 5 pm

JOB DESCRIPTION AND WORKER CHARACTERISTICS

%	Job Duties in Order of Importance	Knowledge, Skills & Abilities
55	Acts on behalf of the Director of the Department of Administrative Services (DAS) & Deputy Director of DAS, Human Resources Division (HRD) by leading design & issue resolution for all business processes & projects that impact HRD (e.g: HCM, Filenet.); supervises, monitors & provides direction to the functions of: Pay Fiscal, Applications & Reporting Team & all HRD Project Mgt; acts as the HRD liaison to contractors hired for improvements to HCM & Filenet; assigns tasks to other state employees to validate state's requirements for improved business processes; oversees operational aspects of HR process consolidation & improvements including HCM & Filenet upgrades (e.g. electronic personnel action & benefits consolidation); assures all HRD projects are coordinated by the Business Transformation Program Manager among project leads including timeline, responsibilities, identification of redundancies & assures timely completion of project phases; assists with development & implementation of policies & procedures for HCM & Filenet (e.g.; benefits, position management & payroll) functions for all state agencies; assesses legacy systems/agency independent systems for inclusion in Ohio Administrative Knowledge System (OAKS); responsible for marketing of OAKS capabilities to agencies; assists agencies with implementation & maintenance of new system processes; investigates new technology for possible bolt-on systems thru assessments with agency needs; makes recommendations & evaluates vendor proposals; assists in collecting data from agencies regarding needs & translates those into business requirements; leads effort to analyze & define requirements & business rules to facilitate state-wide process design & integration of human capital management & payroll needs; works in collaboration with manager of HCM & Agency HR Support to coordinate HCM initiatives; participates in the design & development of report & screen layouts; reviews & provides comments & recommendations on user documentation; supervises & facilitates continuing career development of assigned staff. This position is unclassified in accordance with ORC Section 124.11(A)(9)	Knowledge of: (1) business process & organizational engineering; (2) program & project management; (3) government structure & process*; (4) public relations; (5) marketing techniques. Skill in: (6) operation of a personal computer & related hardware/software (e.g. MS Word, PeopleSoft). Ability to: (7) work well with teams; (8) define business process & translate to system needs; (9) to translate end user needs to system developers; (10) manage projects & maintain timelines; (11) deal with a large number of variables & determine appropriate course of action; (12) develop accurate & concise reports; (13) handle sensitive inquiries from & contacts with public & government officials; (14) project needed resources & time required for implementation *developed after employment

JOB TITLE
Deputy Director 5

 JOB CODE
61315

 APD - 3-29-12 US

List Position Numbers & Job Titles of Positions Directly Supervised: Project Manager 2: 20005896 Fiscal Officer 2: 20005869 Bus. Transf Prog Mgr:: 20005939	SIGNATURE OF AGENCY REPRESENTATIVE 	DATE 3/26/12
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