100-200U

POSITION DESCRIPTION

OHIO DEPARTMENT OF ADMINISTRATIVE SERVICES

AGENCY
Department of Administrative Services

DIVISION OR INSTITUTION
Human Resources

UNIT OR OFFICE
Human Resources Support Center

POSITION NUMBER
20005817

JOB CODE TITLE
Human Resources Manager 4

JOB CODE
64634

☒ State Agency ☐ County Agency ☐ New Position ☒ Change

County of Employment
Franklin

USUAL WORKING TITLE OF POSITION
Human Resources Support Administrator

POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR
20005947 Assistant Deputy Director

NORMAL WORKING HOURS (Explain unusual or rotating shift)
8:00 a.m. - 5:00 p.m.

JOB DESCRIPTION AND WORKER CHARACTERISTICS

%	Job Duties in Order of Importance	Minimum Acceptable Characteristics
75	Plans, directs & coordinates activities of Human Resources Support Center: (HRSC) administers programs (i.e., Drug Free Workplace Program, State Services, Certification, Records Room & Civil Service Examination Administration); identifies goals & objectives & defines program parameters; formulates & implements HRSC policies & procedures that have statewide impact; coordinates development of program components, rules & regulations; establishes timelines & assesses qualitative & quantitative effectiveness of programs & success rate once programs are in place; develops section budget; establishes fiscal controls & monitors expenditures; projects staffing needs & develops staffing plans; provides oversight in areas of specific program training & development assistance & ensures adequate training resources to meet needs of division personnel & agencies served by division: represents Deputy Director on matters pertaining to HRSC (e.g., employee training, working relationships between agencies & other entities; responds to inquiries & complaints); revises policies & procedures to aid in alleviation of problematic areas & issues of contention; supervises subordinate human resources staff.	Knowledge of (1) budgeting; (2) management; (3) human resources; (4) workforces planning; (5) agency policies & procedures*; (6) government structure & process (e.g., state agency table of organization & operational service delivery requirements)*, (7) state & federal laws, rules & regulations (e.g., Ohio Revised Code Chapters 124 & 4117, Ohio Administrative Code Chapter 123, Equal Pay Act, Rehabilitation Act, American with Disabilities Act, Title VII of the Civil Rights Act, Age Discrimination in Employment Act, collective bargaining agreements)*, (8) supervisory principles & techniques. Skill in (9) use of computer*; Ability to (10) communicate effectively to diverse audiences; (11) define problems, collect data, establish facts & draw valid conclusions; counsel or exhort others on sensitive/controversial matters; (12) gather, collate & classify information about data, people or things. *developed after employment

List Position Numbers & Titles of Positions Directly Supervised:
20005847-Management Analyst Supervisor 2
20005831- Management Analyst Supervisor 2
20005912-Human Resources Analyst Supervisor

SIGNATURE OF AGENCY REPRESENTATIVE: Mitchell A. Bailey

DATE: 4.29.08

AD 5-4-08

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8:00 a.m. - 5:00 p.m.

JOB DESCRIPTION AND WORKER CHARACTERISTICS

%	Job Duties in Order of Importance	Minimum Acceptable Characteristics
10	Recommends &/or drafts legislative changes affecting programs; provides regular direction to agency directors/division heads & other staff members; in conjunction with department's legislative liaison monitors proposed & enacted legislation for impact on statewide assessment; testifies at adjudicative & civil proceedings upon request/subpoena; oversees development & revision of administrative rules to ensure division compliance with legislation.	Knowledge of 1, 2, 3, 4, 5*, 6*, 7* Skill in 9 Ability to 10, 11, 12
15	Conducts project staff meetings to apprise section managers of goals, expectations & time constraints; attends conferences, seminars & meetings; reviews proposals of agency directors, division heads & other staff members; performs other related administrative & public relations duties as assigned (e.g., attends in-service training, works on special projects for Deputy Director).	Knowledge of 1, 2, 3, 4, 5*, 6*, 7* Skill in 9 Ability to 10, 11, 12
	Position is in unclassified service per Section 124.11 (A) of Ohio revised Code & is overtime exempt.	*developed after employment

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20005912-Human Resources Analyst Supervisor

SIGNATURE OF AGENCY REPRESENTATIVE: Mitchell A. Bailey

DATE: 4.29.08

HRD 5-9-07