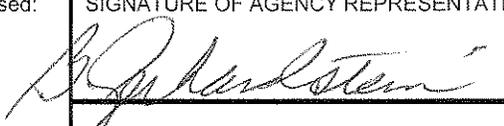


POSITION DESCRIPTION		AGENCY/DEPT ID Department of Administrative Services DAS301400
DIVISION OR INSTITUTION Human Resources Division	UNIT OR OFFICE Office of Policy Development	COUNTY OF EMPLOYMENT Franklin

POSITION NUMBER 20005825	<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 Policy Administrator		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 <input type="checkbox"/> Essential	Overtime: <input type="checkbox"/> Eligible <input checked="" type="checkbox"/> Exempt If FLSA Exempt, exemption type:		Bargaining Unit Page 1 of 3
	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		
25	Plans, directs & coordinates all activities of the Office of Policy Development in Human Resources Division (HRD) of Department of Administrative Services (DAS) (e.g., develops section's short & long range goals & objectives to include identification of actions steps & timeline, monitors staff filing of administrative rules to ensure DAS, compliance with 5-year plan filed per Section 119.032 of Revised Code, develops work procedures & manuals, develops & monitors section budget, approves/authorizes expenditures, prepares & maintains section's Table of Organization & Position Descriptions, completes or initiates required personnel transactions & screening assessments, interviews applicants for section vacancies, responds to section employee complaints / concerns, directs records retention activities) & review work, completes performance evaluations & action plans to maintain/improve performance, assists employees with career development by recommending/authorizing desired/needed training, updates/trains staff on section functions & applicable laws, rules, & procedures, authorizes leave & initiates/recommends appropriate disciplinary action as necessary).		Knowledge of: (1) budgeting*, (2) management, (3) labor relations, (4) workforce planning, (5) employee training & development, (6) human resources development, (7) supervision principles, (8) human relations, (9) agency policies & procedures (e.g., DAS & HRD policies & procedures, Chapter 123 of Administrative Code)*, (10) government structure & process (e.g., Chapter 119 & 124 of Revised Code & other federal & state statutes)*, (11) interviewing techniques. Skill in: (12) operation of personal computer & associated hardware/software (e.g., MS Office) Ability to: (13) deal with many variables determine specific action, (14) calculate fractions, decimals & percentages, (15) interview job applicants effectively, (16) prepare meaningful, concise & accurate reports, (17) proof read technical materials, recognize errors & make corrections, (18) use proper research methods in gathering data, (19) develop complex reports & position papers, (20) gather, collate & classify information about data, people, or things, (21) establish friendly atmosphere as supervisor of work unit. *developed after employment		
64617	List Position Numbers & Job Titles of Positions Directly Supervised: Administrative Assistant 4: 20005826; 20005827; 20005828 Executive Secretary: 20005829		SIGNATURE OF AGENCY REPRESENTATIVE 		DATE 3/10/10

POSITION NUMBER
20005825

JOB CODE TITLE
Human Capital Management Administrator 2

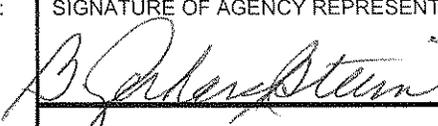
App'd 3/10/10 6010

JOB CODE
64617

POSITION DESCRIPTION		AGENCY/DEPT ID Department of Administrative Services DAS301400
DIVISION OR INSTITUTION Human Resources Division	UNIT OR OFFICE Office of Policy Development	COUNTY OF EMPLOYMENT Franklin

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	USUAL WORKING TITLE OF POSITION Policy Administrator		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 <input type="checkbox"/> Essential	Overtime: <input type="checkbox"/> Eligible <input checked="" type="checkbox"/> Exempt If FLSA Exempt, exemption type:	Bargaining Unit Page 2 of 3								
	NORMAL WORKING HOURS (Explain unusual or rotating shift): FROM: 8:00 A.M. TO: 5:00 P.M.											
JOB DESCRIPTION AND WORKER CHARACTERISTICS												
<table border="1"> <thead> <tr> <th style="width: 5%;">%</th> <th style="width: 60%;">Job Duties in Order of Importance</th> <th style="width: 35%;">Knowledge, Skills & Abilities</th> </tr> </thead> <tbody> <tr> <td>35</td> <td> Coordinates all legal activities for HRD & serves as legal counsel to HRD deputy director (e.g., develops process to monitor, track & review proposed legislation & case decisions having impact on HRD's functions, civil service laws, rules, & procedures, identifies policies & rules to be developed &/or revised by section's policy developers, reviews vendor proposals & proposed contracts to ensure legal language exists to protect DAS/HRD interests, responds &/or reviews proposed responses to complaints & inquiries that may result in legal action or if potential violation exists, researches & provides legal interpretation/advice to section managers, unit supervisors & deputy director on human resources issues & best practice, coordinates/confers with DAS' chief legal counsel &/or assistant attorney general as necessary to resolve legal questions & appeals files as result of HRD action, conducts pre-disciplinary hearings as assigned, represents HRD before in adjudicative or legislative hearings as necessary, writes required legal opinions, briefs & other legal documents as necessary) </td> <td> Knowledge of: 2, 3, 8, 10*, (22) public relations, (23) Civil Service & employment law. 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JOB CODE 64617	JOB CODE TITLE Human Capital Management Administrator 2	List Position Numbers & Job Titles of Positions Directly Supervised: Administrative Assistant 4: 20005826; 20005827; 20005828 Executive Secretary: 20005829										
		SIGNATURE OF AGENCY REPRESENTATIVE 	DATE 3/3/10									

POSITION DESCRIPTION		AGENCY/DEPT ID Department of Administrative Services DAS301400
DIVISION OR INSTITUTION Human Resources Division	UNIT OR OFFICE Office of Policy Development	COUNTY OF EMPLOYMENT Franklin

POSITION NUMBER 20005825	<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 Policy Administrator		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 <input type="checkbox"/> Essential	Overtime: <input type="checkbox"/> Eligible <input checked="" type="checkbox"/> Exempt If FLSA Exempt, exemption type:	Bargaining Unit Page 3 of 3
	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		
15	Provides information & technical assistance in response to inquiries from human resources personnel of political jurisdictions serviced by HRD, other entities & general public regarding human resources management, labor relations, civil service & employment law, HRD policies & procedures, & collective bargaining issues, represents DAS in meetings with media, customers, legislators, & other interested parties, prepares & delivers speeches & training on human resources & related topics, attends meetings & training, serves on/chairs assigned committees.	Knowledge of: 3, 6, 8, 9*, 10*, 11. Skill in: 12. Ability to: 7, 13, 14, 20, 21, 26, 28, 29, (30) define problem, collect data, establish facts & draw valid conclusions, (31) originate business letters reflecting standard procedures, (32) prepare & deliver speeches before specialized audiences & general public, (33) resolve complaints from angry citizens & government officials.		
	Position is in unclassified service per Section 124 11(A) (9) of Ohio Revised Code & is overtime exempt	Position Specific Minimum Qualification License to practice law in the State of Ohio *developed after employment		
JOB CODE 64617	JOB CODE TITLE Human Capital Management Administrator 2	List Position Numbers & Job Titles of Positions Directly Supervised: Administrative Assistant 4: 20005826; 20005827; 20005828 Executive Secretary: 20005829		
		SIGNATURE OF AGENCY REPRESENTATIVE 	DATE 	