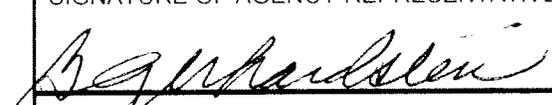


POSITION DESCRIPTION		AGENCY/DEPT ID Administrative Services DAS301100
DIVISION OR INSTITUTION Human Resources	UNIT OR OFFICE Deputy Director's Office	COUNTY OF EMPLOYMENT Franklin

POSITION NUMBER 20005826 JOB TITLE Human Capital Management Manager JOB CODE 64615	<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 Administrative Assistant		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 3
	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		
25	On behalf of the Department of Administrative Services (DAS) Human Resources Division, serves as agency manager for administering civil service categorization of classified & unclassified positions; administers statewide classified status change program & insures compliance with program requirements; reviews agency requests & rationale to modify status of positions between classified & unclassified categories; researches, develops & implements management tools to gauge effectiveness of program areas for improvement; formulates, implements & recommends program (i.e., civil service categorization) policies & procedures subject to review of the Deputy Director of the Human Resources Division.	Knowledge of: (1) agency/division policies & procedures*; (2) government structure & process (e.g., civil service, Ohio Revised Code, Ohio Administrative Code)*; (3) public relations; (4) human relations; (5) human resources. Skill in: (6) operation of personal computer & related hardware/software (e.g., Microsoft Word, Excel, PeopleSoft*); Ability to: (7) apply principles to solve problems; (8) define problems, collect data, establish facts & draw valid conclusions; (9) maintain accurate records; (10) prepare meaningful, concise & accurate reports; (11) draft &/or edit administrative policies, procedures & documents; (12) handle inquiries from public & government officials; (13) resolve complaints from public & government officials; (14) handle sensitive & confidential information appropriately.		
		*developed after employment		
List Position Numbers & Job Titles of Positions Directly Supervised:		SIGNATURE OF AGENCY REPRESENTATIVE 	DATE 6/27/11	

