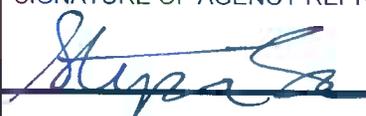


POSITION DESCRIPTION		AGENCY/DEPT ID Department of Administrative Services DAS302220
DIVISION OR INSTITUTION Human Resources	UNIT OR OFFICE HCM & Agency HR Support	COUNTY OF EMPLOYMENT Franklin

POSITION NUMBER 20005831 JOB TITLE Human Capital Management Administrator 1 JOB CODE 64616 <i>Appel 8.27.13 AC</i>	<input type="checkbox"/> Reclassification <input type="checkbox"/> New Position <input checked="" type="checkbox"/> Update		Position Hyperlinked to <input type="checkbox"/> Agency Organizational Tree	
	USUAL WORKING TITLE OF POSITION Assistant Administrator		POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR SEE TABLE OF ORGANIZATION	
	<input checked="" type="checkbox"/> Permanent <input type="checkbox"/> Temporary <input type="checkbox"/> Intermittent	<input checked="" type="checkbox"/> Classified <input 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: 8:00 a.m. TO: 5:00 p.m.			
	JOB DESCRIPTION AND WORKER CHARACTERISTICS			
	%	Job Duties in Order of Importance	Knowledge, Skills & Abilities	
	75	Plans, directs & coordinates activities of the Drug Free Workplace and State Services units within the Department of Administrative Services' Human Resources Division. identifies goals & objectives of the units, as well as their managers; defines program parameters; recommends changes in policies & procedures for assigned work groups; coordinates development of program components; establishes project & assignment timelines; assesses qualitative & quantitative effectiveness of programs; develops workforce development staffing plans which includes projecting staffing needs; provides oversight in areas of specific program training & development assistance & ensures adequate training resources to meet needs of assigned work units & agencies served by division; responds to telephone calls and e-mail inquiries; supervises all operations related to Drug-Free Workplace & State Services; provides assistance to assigned units as directed; ; supervises subordinate human resources staff; supervises & facilitates continuing career development of assigned staff.	Knowledge of (1) budgeting; (2) management; (3) human resources; (4) workforces planning; (5) agency policies & procedures*; (6) government structure & process* (7) payroll processing; (8) employee benefits processing; (9) state & federal laws, rules & regulations (e.g., Ohio Revised Code Chapters 124 & 4117, Ohio Administrative Code Chapter 123, collective bargaining agreements)*, (10) supervisory principles & techniques. Skill in (11) use of a personal computer & related hardware/software (e.g. MS Word, Excel, PeopleSoft*, Ohio Hiring Management System (OHMS))* Ability to (12) communicate effectively to diverse audiences; (13) define problems, collect data, establish facts & draw valid conclusions; counsel or exhort others on sensitive/controversial matters; (14) gather, collate & classify information about data, people or things.	
			*developed after employment	
	List Position Numbers & Job Titles of Positions Directly Supervised: SEE TABLE OF ORGANIZATION		SIGNATURE OF AGENCY REPRESENTATIVE 	DATE 8-27-13

POSITION DESCRIPTION		AGENCY/DEPT ID Department of Administrative Services DAS302220
DIVISION OR INSTITUTION Human Resources	UNIT OR OFFICE HCM & Agency HR Support	COUNTY OF EMPLOYMENT Franklin

POSITION NUMBER 20005831 JOB TITLE Human Capital Management Administrator 1 JOB CODE 64616 <i>App'd. 8.27.13 AC</i>	<input type="checkbox"/> Reclassification <input type="checkbox"/> New Position <input checked="" type="checkbox"/> Update		Position Hyperlinked to <input type="checkbox"/> Agency Organizational Tree	
	USUAL WORKING TITLE OF POSITION Assistant Administrator		POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR SEE TABLE OF ORGANIZATION	
	<input checked="" type="checkbox"/> Permanent <input type="checkbox"/> Temporary <input type="checkbox"/> Intermittent	<input checked="" type="checkbox"/> Classified <input type="checkbox"/> Unclassified	Overtime: <input type="checkbox"/> Eligible <input checked="" type="checkbox"/> Exempt If FLSA Exempt, exemption type:	Bargaining Unit Page 2 of 2
	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	Conducts staff meetings to apprise staff of goals, expectations & time constraints; attends conferences, seminars & meetings; reviews proposals for process improvement opportunities from assigned staff; performs other related administrative & public relations duties as assigned (e.g., attends in-service training, works on special projects as assigned).	Knowledge of 1, 2, 3, 4, 5*, 6*, 7*, 8, 9*, 10. Skill in 11 Ability to 12, 13, 14 *developed after employment	
	List Position Numbers & Job Titles of Positions Directly Supervised: SEE TABLE OF ORGANIZATION		SIGNATURE OF AGENCY REPRESENTATIVE 	DATE 8/27/13