100-000U

POSITION DESCRIPTION

AGENCY/DEPT ID
Department of Administrative Services
DAS302160

DIVISION OR INSTITUTION	UNIT OR OFFICE	COUNTY OF EMPLOYMENT
Human Resources	Organizational Development Drug Free Workplace Services	Franklin

POSITION NUMBER 20005831

☒ Reclassification ☐ New Position ☐ Update

Position Hyperlinked to ☐ Agency Organizational Tree

USUAL WORKING TITLE OF POSITION	POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR
Drug Free Workplace Program Manager	20005834 Human Capital Management Administrator 2

☒ Permanent ☐ Temporary ☐ Intermittent	☒ Classified ☐ Unclassified	Overtime: ☐ Eligible ☒ 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 TITLE Human Capital Management Manager

JOB CODE 64615

JOB DESCRIPTION AND WORKER CHARACTERISTICS

%	Job Duties in Order of Importance	Knowledge, Skills & Abilities
30	Serves as agency manager for formulating & responsibly directing State of Ohio Drug Free Workplace program; researches policy issues, consults with subject matter experts & prepares recommendations regarding implementation of program applicable for employees to both the Administrator of Organizational Development and the DAS Human Resources Division (HRD) Policy section, in view of existing civil service laws & rules & collective bargaining agreement; recommends proposed changes to administrative rules affecting program operations in accordance with Chapter 119 of Ohio Revised Code; drafts requests for proposal to carry out drug testing component of program in consultation with HRD Policy staff; serves as contract manager for drug testing component (e.g. monitors performance of selected vendor; resolves issues pertaining to discrepancies in findings &/or invoicing; serves as liaison between state agencies & selected vendor).	Knowledge of: (1) toxicology of substance abuse, (2) Federal Drug Free Workplace Act of 1988 & amendments*; (3) Chapter 119 administrative rule filing process*; (4) Chapter 124 of Revised Code*; (5) public/business administration or management; (6) collective bargaining agreements. Skill in: (7) operation of personal computer & associated hardware/software (e.g. MS Word, Excel, Access, Internet &/or tracking database); Ability to: (8) define problems, collect data, establish facts & draw valid conclusions; (9) develop complex reports & position papers; (10) develops &/or edits administrative procedures & rules; (11) handle sensitive inquiries & complaints from government officials &/or representatives, union officials & state employees.
30	Administers statewide drug testing program to ensure compliance with Executive Order of Governor, Administrative Rules & Procedures & collective bargaining agreements to evaluate effectiveness of program (e.g. receives & analyzes monthly statistical reports from laboratory & state agencies & determines if drug menu for testing meets Federal &/or State requirements); ensures all agencies are reporting & carrying out program as designed & compiles monthly report to findings & any recommendations for program changes.	Knowledge of: 1, 2*, 3*, 4*, 6. Skill in: 7. Ability to: 8, 9, 11, (12) understand manuals & verbal instructions, technical in nature. *developed after employment.

List Position Numbers & Job Titles of Positions Directly Supervised:	SIGNATURE OF AGENCY REPRESENTATIVE	DATE
20005833 – HCM Analyst 20005900 – Human Capital Management Associate	[signature]	3/16/10

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

JOB TITLE MANAGEMENT ANALYST SUPERVISOR 2

JOB CODE 64615

JOB DESCRIPTION AND WORKER CHARACTERISTICS

%	Job Duties in Order of Importance	Knowledge, Skills & Abilities
15	Oversees certification to applicable federal agencies that state of Ohio is in compliance with Federal Drug Free Workplace Act (e.g. coordinates preparation & mailing of certifications to federal agencies that will accept a statewide certification); works with state agencies to draft certifications to ensure completeness for federal agencies that will not accept a statewide certification; answers questions from agencies regarding compliance with Federal Drug Free Workplace Act.	Knowledge of: 1, 2*, 3*, 4*. Skill in: 7. Ability to: 8, 9, 11.
10	Recommends methods to deliver educational & training programs to promote a drug free workplace (e.g. contacts/confers with representatives from Employee Assistance Program & Department of Alcohol & Drug Addiction Services) prepares & delivers training on various topics to state employees & trains agency coordinators to ensure compliance with existing civil service laws & rules & federal laws; keeps abreast of information & trends related to drug education & testing through reading publications & attending meetings, seminars &/or workshops.	Knowledge of: 1, 2*, 3*, 4*. Skill in: 7. Ability to: 8, 9, 11, 12.
10	Supervises unit staff in performance of assigned duties (e.g., assigns & reviews work, evaluates recommends/initiates disciplinary action, recommends leave) & ensures on-going training to keep employees abreast of changes in federal regulations & state & federal legal decisions governing drug free workplace & in drug testing.	Knowledge of: 1, 2*, 3*, 4*, (13) supervisory principles/techniques, (14) employee training & development, Skill in: 7. Ability to: 8, 9, 11, 12, (15) establish friendly atmosphere as unit supervisor.
		*developed after employment.

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FROM: 8:00 a.m. TO: 5:00 p.m.

JOB TITLE: Human Capital Management Manager

JOB CODE: 64615

JOB DESCRIPTION AND WORKER CHARACTERISTICS

%	Job Duties in Order of Importance	Knowledge, Skills & Abilities
5	Performs other administrative tasks as assigned (e.g. prepares materials for public presentations); responds to verbal & written inquiries regarding existing state Drug Free Workplace Policy.	Knowledge of: 1, 2*, 3*, 4*, 14 Skill in: 7. Ability to: 8, 9, 10, 12. **Position Specific Minimum Qual's:** 18 months exp. in interpretation of drug test results. 12 months exp. in collective bargaining agreements relative to drug testing. 12 months exp. in developing &/or editing workplace policy, administrative procedures & rules. *developed after employment.

List Position Numbers & Job Titles of Positions Directly Supervised:
20005833 – HCM Analyst
20005900 – Human Capital Management Associate

SIGNATURE OF AGENCY REPRESENTATIVE: [signature] DATE: 5/16/10