POSITION DESCRIPTION

		AGENCY/DEPT ID Department of Administrative Services DAS301000
DIVISION OR INSTITUTION Human Resources Division	UNIT OR OFFICE Office of Talent Management	COUNTY OF EMPLOYMENT Franklin

POSITION NUMBER 20005834

☒ Reclassification ☐ New Position ☐ Update

Position Hyperlinked to ☐ Agency Organizational Tree

USUAL WORKING TITLE OF POSITION	POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR
Assistant Deputy Director for HRD	See Table of Organization

☒ Permanent ☐ Temporary ☐ Intermittent	☐ Classified ☒ Unclassified	Overtime: ☐ Eligible ☒ 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 TITLE Deputy Director 4

JOB CODE 61314

Appl. 8.20.14 AN

JOB DESCRIPTION AND WORKER CHARACTERISTICS

%	Job Duties in Order of Importance	Knowledge, Skills & Abilities
	Acts as Assistant Deputy Director of the Department of Administrative Services (DAS), Human Resources Division (HRD) by directing operations of the Office of Talent Management (OTM) and Office of Learning and Professional Development (OLPD) program areas: develops & administers services, financial & project performance for (OTM) & (OLPD); develops & implements strategies for continual improvement; develops & administers standard operating procedures; monitors performance levels& activities to ensure department/division service levels, goals & objectives are met; writes & issues directives & memoranda; prepares reporting systems (e.g., work plan progress, performance measures, trends & future requirements) for OTM & OLPD; manages operations in accordance with established budget; makes budget recommendations ; acts for & on behalf of Director/Deputy Director to exercise the powers, duties & functions necessary to the operation of the Office of Talent Management & Office of Learning & Professional Development; signs official documents on behalf of Director pursuant to designation of authority granted by Director; supervises assigned staff (e.g., provides developmental opportunities, coaches staff to foster development, focuses on job satisfaction, assigns work, evaluates performance, recommends discipline if necessary, provides feedback, approves time off).; This position is unclassified in accordance with ORC Section 124.11(A)(9)	**Knowledge of:** (1) strategic planning; (2) budgeting; (3) management; (4) human resources, office & project management; (5) agency policies & procedures (Talent Management & Office of Learning & Professional Development policies)*; (6) government structure & process (county, state agency & operational service delivery requirements)*; (7) Ohio Revised Code Chapters 124 & 4117, Ohio Administrative Code Chapters 123, Fair Labor Standards Act (FLSA), Federal Equal Pay Act, Rehabilitation Act, Title VII of the Civil Rights Act, Age Discrimination in Employment Act, collective bargaining agreements ; (8) supervisory techniques & principles; (9) workforce planning. **Skill in:** (10) operation of personal computer & related hardware/software (e.g., Word, Excel, PowerPoint, PeopleSoft*); (11) statistical analysis. **Ability to:** (12) research, compile & organize information; (13) write meaningful & accurate reports & technical documents; (14) use statistical analysis; (15) prepare & deliver speeches to specialized audiences; (16) handles sensitive inquiries (17) effectively communicate ideas to diverse groups.

List Position Numbers & Job Titles of Positions Directly Supervised:	SIGNATURE OF AGENCY REPRESENTATIVE	DATE
See Table of Organization		8-20-14

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Assistant Deputy Director for HRD	See Table of Organization

☒ Permanent ☐ Temporary ☐ Intermittent	☐ Classified ☒ Unclassified	Overtime: ☐ Eligible ☒ Exempt If FLSA Exempt, exemption type:	Bargaining Unit Page 2 of 2

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

JOB TITLE Deputy Director 4

JOB CODE 61314

JOB DESCRIPTION AND WORKER CHARACTERISTICS

%	Job Duties in Order of Importance	Knowledge, Skills & Abilities
	Manages operational projects: drafts & reviews general design documents; analyses & defines risks that may impact projects; defines specific activities to be performed to produce project deliverables; ensures scheduled time frames are met; resolves concerns & responds to inquiries; reports delivery problems & provides performance data to deputy director of HRD.	Knowledge of: 1, 4, 5*, 8. Skill in: 10, 11. Ability to: 12, 13, 14, 15, 16, 17.
	Coordinates statewide programs by establishing & maintaining liaisons with public agencies, vendors & customers: attends conferences; provides information to acquaint stakeholders with services provided by HRD (e.g., OTM & OLPD)	Knowledge of: 2, 6, (18) marketing Skill in: 10, 11 Ability to: 12, 13, 14, 15, 16, 17.
	This position is unclassified in accordance with ORC Section 124.11(A)(9)	

Appd. 8.20.14

List Position Numbers & Job Titles of Positions Directly Supervised:	SIGNATURE OF AGENCY REPRESENTATIVE	DATE
See Table of Organization		8-20-14