

# POSITION DESCRIPTION

AGENCY/DEPT ID  
Department of Administrative Services  
DAS301805

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  
Compensation Manager

POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR  
See Table of Organization

Permanent  
 Temporary  
 Intermittent

Classified  
 Unclassified  
 Essential

Overtime:  Eligible     Exempt  
If FLSA Exempt, exemption type: Executive

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
60	<p>Plans, directs &amp; oversees activities of the Office of Talent Management (i.e., enterprise consultant for Workforce Planning and Talent Management); develops &amp; implements the Workforce Planning and talent management initiatives statewide (e.g., a framework for making staffing decisions linked to Agency mission, goals &amp; objectives; a means to aligning fiscal, technological &amp; human resources to meet agency needs; tools to use to develop the Workforce plan including key indicators, formulas &amp; definitions of indicators, standard reporting techniques, standard queries, agency support &amp; follow up); develops reports depicting Workforce planning statistics to document program success &amp; status of effort statewide; coordinates program activities related to workforce planning and talent management by directly supervising staff in: Hiring Management, Performance Management, and Classification and Workforce Planning (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); reviews &amp; approves goals &amp; objectives proposed for staff; meets with staff to discuss/evaluate project priorities &amp; progress towards short &amp; long term goals; utilize quality principles &amp; initiatives as a part of routine operations; directs managers in establishment &amp; implementation of business plan to execute missions (e.g., Governor office, Department of Administrative Services (DAS), Human Resources Division(HRD), office); reviews group work product; develops &amp; implements statewide policies for the Office of Talent Management including working with the Office of Policy, Chief Legal Counsel, &amp; Office of Collective Bargaining (OCB); manages operations in accordance with established budget; makes budget recommendations; acts for &amp; on behalf of Director/Deputy Director to exercise the powers, duties &amp; functions necessary to the operation of the Office of Talent Management; signs official documents on behalf of Director pursuant to designation of authority granted by Director.</p> <p>This position is in unclassified service per section 124 11(A) (9) of Ohio Revised Code &amp; is overtime exempt.</p>	<p>Knowledge of: (1) budgeting, (2) management, (3) human resources, (4) workforce planning, (5) agency policies &amp; procedures (Talent Management policies)*, (6) government structure &amp; process (county, state agency &amp; operational service delivery requirements)*, (7) Ohio Revised Code Chapters 124 &amp; 4117, Ohio Administrative Code Chapters 123, Fair Labor Standards Act (FLSA), Federal Equal Pay Act, Rehabilitation Act, Americans with Disabilities Act, Title VII of the Civil Rights Act, Age Discrimination in Employment Act, collective bargaining agreements, (8) supervisory principles &amp; techniques, (9) WRIPAC job analysis methodology*. (10) Jacobs Company, Inc. &amp; Booz, Allen &amp; Hamilton, Inc. procedures for writing classification specifications, minimum qualifications &amp; conducting point factor analysis,*.</p> <p>Skill in: (12) operation of personal computer &amp; related hardware/software (e. g., Word, Excel, PowerPoint).</p> <p>Ability to: (13) research, compile &amp; organize information, (14) write meaningful &amp; accurate reports &amp; technical documents.</p> <p>*developed after employment</p>

JOB CODE TITLE  
64617 *Comp* Human Capital Management Administrator 2

List Position Numbers & Job Titles of Positions Directly Supervised:  
See Table of Organization

SIGNATURE OF AGENCY REPRESENTATIVE

DATE

*Stephanie Lamm*

9-18-13

# POSITION DESCRIPTION

AGENCY/DEPT ID  
Department of Administrative Services  
DAS301805

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  
Compensation Manager

POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR  
See Table of Organization

Permanent  
 Temporary  
 Intermittent

Classified  
 Unclassified  
 Essential

Overtime:  Eligible     Exempt

Bargaining Unit

If FLSA Exempt, exemption type:

Page 2 of 2

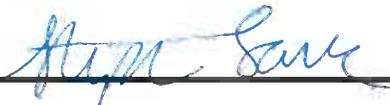
NORMAL WORKING HOURS (Explain unusual or rotating shift):  
FROM: 8:00 A.M. TO: 5:00 P.M.

## JOB DESCRIPTION AND WORKER CHARACTERISTICS

%	Job Duties in Order of Importance	Knowledge, Skills & Abilities
20	Advises Director, Assistant Director & Deputy Director concerning human resources policies & procedures; resolves complex & controversial matters; acts as liaison between DAS & other agencies; works with OCB to resolve Union matters related to the Office Talent Management including but not limited to compensation, classification, applicant testing, & performance management; serves on management team as necessary for contract negotiations; oversees staff engaged in contract negotiations; works with HRD/OCB Office of Policy to review & recommend changes to the Ohio Revised Code (ORC) & Ohio Administrative Code (OAC); oversees &/or develops & provides training to agencies concerning programmatic changes associated with Office of Talent Management; in conjunction with HRD/OCB Office of Policy, promulgates administrative rules & holds public hearings; attends trainings, meetings & seminars, researches human resources publications, meets with division leadership.	Knowledge of: 1, 2, 3, 4, 5*, 6*, 7*, 8, 9*, 10*, 11*. Skill in: 12. Ability to: 13, 14.
20	Provides technical assistance & advice to staff, employees, human resources representatives & officials of state agencies; testifies as expert witness in court, State Personnel Board of Review hearings, mediation, fact-finding & arbitration; directs establishment & maintenance of recording keeping activities; reads professional publication & participates in activities of professional organizations; conducts research & special projects; prepares confidential reports & correspondence; attends meetings &/or training sessions to keep abreast of changes in laws, rules, procedures & new/best practices.	Knowledge in: 2, 3, 5*, 6*, 7*, 9*, 10*, 11*. Skill in: 12. Ability to: 13, 14.  *developed after employment

JOB CODE TITLE  
64617 (copy) 9/18/13 HC Human Capital Management Administrator 2

List Position Numbers & Job Titles of Positions Directly Supervised:  
See Table of Organization

SIGNATURE OF AGENCY REPRESENTATIVE  


DATE  
9-18-13