

# POSITION DESCRIPTION

AGENCY/DEPT ID  
Department of Administrative Services  
DAS301805

DIVISION OR INSTITUTION  
Human Resources Division

UNIT OR OFFICE  
Workforce Administration

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: 20005812 Deputy Director 6

Permanent     Classified    Overtime:  Eligible     Exempt    Bargaining Unit  
 Temporary     Unclassified  
 Intermittent     Essential    If FLSA Exempt, exemption type:    Page 1 of 3

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
30	<p>Plans, directs &amp; oversees activities of the Office of Workforce Administration in the Human Resources Division that includes the operation &amp; direction of the Classification &amp; Compensation Group, Test Development Group, Hiring Management Group, Performance Management Group &amp; Drug Free Workplace Group; provides administrative direction to staff engaged in maintenance of classification plans &amp; approval of proposed position specific minimum qualifications (e.g., reviews &amp; edits all draft classification specifications prior to distribution to affected agencies for comment to ensure correct format, punctuation clarity &amp; minimum qualifications are content valid, writes &amp;/or oversees preparation of rule annotations &amp; cover forms to prevent refilings due to errors, reviews or writes public hearing agenda prior to submission of printing order, oversees staff in carrying out mass mailings announcing public hearings &amp; subsequently adopted changes, oversees input of data relative to class plan changes into computer file &amp; filing of hardcopy materials tracking changes to various class plans); provides assistance to staff engaged in development &amp; management of compensation reviews mandated by collective bargaining contracts for state agencies &amp; those requested by individual agencies; supervises &amp; facilitates continuing career development of assigned staff.</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 (classification policies)*, (6) government structure &amp; process (state agency table of organization &amp; operational service delivery requirements)*, (7) Ohio Revised Code Chapters 124 &amp; 4117, Ohio Administrative Code Chapters 123, 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) Point factor analysis*, (11) Jacobs Company, Inc. &amp; Booz, Allen &amp; Hamilton, Inc. procedures for writing classification specifications &amp; minimum qualifications*. Skill in: (12) operation of personal computer &amp; related hardware/software (e. g., Word, Excel, PowerPoint). Ability to: (13) research, compile &amp; organize information, (14) write meaningful &amp; accurate reports &amp; technical documents.</p> <p>*developed after employment</p>

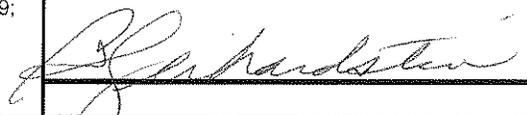
JOB CODE TITLE  
Human Capital Management Administrator 2

Appd 6/13/10 bws

JOB CODE  
64617

List Position Numbers & Job Titles of Positions Directly Supervised:  
Human Capital Management Mgr: 20005831; 20005837; 20005839;  
20005897; 20005907.  
Management Anal Supv 2: 20005955

SIGNATURE OF AGENCY REPRESENTATIVE



DATE

6/16/10

# POSITION DESCRIPTION

AGENCY/DEPT ID  
Department of Administrative Services  
DAS301805

DIVISION OR INSTITUTION  
Human Resources Division

UNIT OR OFFICE  
Workforce Administration

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  
Compensation Manager      20005812 Deputy Director 6

Permanent       Classified      Overtime:  Eligible       Exempt      Bargaining Unit  
 Temporary       Unclassified  
 Intermittent       Essential      If FLSA Exempt, exemption type:      Page 2 of 3

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
30	Formulates, establishes & implements statewide policies & procedures pertaining to classification (e. g., determines timelines & procedures for agencies to submit initial requests & supportive documentation & sets timeline & action steps to file administrative rule amendments & holds public hearings); promulgates administrative rules & holds public hearings to review any changes proposed to the classification plans; conducts quarterly review of management initiated classifications, deleting classifications, revising classifications, revising minimum qualifications; keeps abreast of proposed legislative & collective bargaining changes that affect operations to ensure compliance & to provide input for division's position (e. g., 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 employees, personnel & human resources representatives & officials of state & county agencies & other divisions within department; supports the Office of Collective Bargaining (OCB) by conducting point-factoring evaluations & labor market reviews for pay range changes requested by unions during official contract negotiations; testifies as expert witness in mediation, fact-finding & arbitration; reviews management classification proposals affecting OCSEA/AFSCME employees with OCB prior to introduction at labor/management meetings; reviews proposed classification plans submitted to the State Personnel Board of Review from centralized personnel departments & state-supported colleges & universities that have elected to develop their own classification plan as provided by statute.	Knowledge in: 1, 2, 3, 5*, 6*, 7, 9, 10*, 11*. Skill in: 12. Ability to: 13, 14.

JOB CODE TITLE  
Human Capital Management Administrator 2

App'd 6/13/10 sus

JOB CODE  
64617

List Position Numbers & Job Titles of Positions Directly Supervised:  
Human Capital Management Mgr: 20005831; 20005837; 20005839;  
20005897; 20005907.  
Management Anal Supv 2: 20005955

SIGNATURE OF AGENCY REPRESENTATIVE

DATE

*[Handwritten Signature]*

6/11/10

# POSITION DESCRIPTION

AGENCY/DEPT ID  
Department of Administrative Services  
DAS301805

DIVISION OR INSTITUTION  
Human Resources Division

UNIT OR OFFICE  
Workforce Administration

COUNTY OF EMPLOYMENT  
Franklin

Reclassification     
  New Position     
  Update     
 Position Hyperlinked to  Agency Organizational Tree

USUAL WORKING TITLE OF POSITION: Compensation Manager     
 POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR: 20005812 Deputy Director 6

Permanent     
  Classified     
 Overtime:  Eligible     
  Exempt     
 Bargaining Unit  
 Temporary     
  Unclassified  
 Intermittent     
  Essential     
 If FLSA Exempt, exemption type:     
 Page 3 of 3

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
15	Provides administrative direction to staff engaged in conducting job audits for all exempt employees of state & county agencies & position description processing for all centralized entities; provides administrative oversight to analysts involved in conducting compliance reviews of agencies that are PD decentralized (e. g., monitors on-site review process, issues reports of findings & recommendations, reviews agency corrective action plans, monitors processing of position descriptions & job audits to ensure timely turnaround & makes assignments to ensure equal consistency in interpretation of applicable classification specifications to be completed); formulates, establishes & implements statewide policies & procedures pertaining to position descriptions & decentralization status.	Knowledge of: 2, 3, 4, 5*, 6*, 7, 9, 10*, 11*. Skill in: 12. Ability to: 13, 14.
5	Performs other related administrative & public relations duties as assigned (e. g., testifies at adjudicative & civil proceedings upon request-subpoena, attends in-service training & staff meetings as requested).	Knowledge in: 1, 2, 3, 4, 5*, 6*, 7, 9, 10*, 11*. Skill in: 12. Ability to: 13, 14.

\*developed after employment

POSITION NUMBER  
20005834

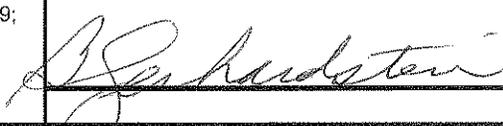
JOB CODE TITLE  
Human Capital Management Administrator 2

JOB CODE  
64617

List Position Numbers & Job Titles of Positions Directly Supervised:  
Human Capital Management Mgr: 20005831; 20005837; 20005839;  
20005897; 20005907.  
Management Anal Supv 2: 20005955

SIGNATURE OF AGENCY REPRESENTATIVE

DATE



6/11/10