

# 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: Executive     
 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	Plans, directs & oversees activities of the Office of Workforce Administration in the Human Resources Division (HRD): Workforce Planning Group, Hiring Management Group, Drug Free Workplace Group, Performance Management & County Services; directs managers in establishment & implementation of business plan to execute mission; reviews group work product; directly supervises 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); reviews & approves goals & objectives proposed for staff; meets with staff to discuss/evaluate project priorities & progress towards short & long term goals; utilize quality principles & initiatives as a part of routine operations; develops & implements statewide policies for Workforce Administration including working with the Office of Policy, Chief Legal Counsel, & Office of Collective Bargaining (OCB); 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 Workforce Administration; signs official documents on behalf of Director pursuant to designation of authority granted by Director.  This position is in unclassified service per section 124 11(A) (9) of Ohio Revised Code & is overtime exempt.	Knowledge of: (1) budgeting, (2) management, (3) human resources, (4) workforce planning, (5) agency policies & procedures (Workforce Administration 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, Americans with Disabilities Act, Title VII of the Civil Rights Act, Age Discrimination in Employment Act, collective bargaining agreements, (8) supervisory principles & techniques, (9) WRIPAC job analysis methodology*. (10) Jacobs Company, Inc. & Booz, Allen & Hamilton, Inc. procedures for writing classification specifications, minimum qualifications & conducting point factor analysis,*. Skill in: (12) operation of personal computer & related hardware/software (e. g., Word, Excel, PowerPoint). Ability to: (13) research, compile & organize information, (14) write meaningful & accurate reports & technical documents.  *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; 20005907, 20005955

SIGNATURE OF AGENCY REPRESENTATIVE

DATE



9/12/11

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 Temporary     Unclassified  
 Intermittent     Essential    If FLSA Exempt, exemption type:    Page 2 of 2

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## 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; supervises &/or conducts investigations to recommend or authorize resolution; acts as liaison between DAS & other agencies; works with OCB to resolve Union matters related to Workforce Administration including but not limited to compensation, classification, drug testing, 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 Workforce Administration; 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 & county agencies; testifies as expert witness in court, State Personnel Board of Review hearings, mediation, fact-finding & arbitration; oversees &/or reviews proposed classification plans submitted to the State Personnel Board of Review from centralized county personnel departments that have elected to develop their own classification plan as provided by statute; 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

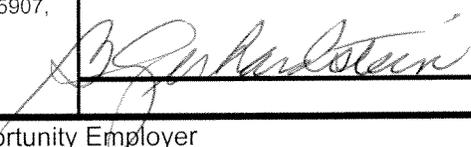
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