

POSITION DESCRIPTION		AGENCY/DEPT ID Administrative Services DAS301850
DIVISION OR INSTITUTION Human Resources	UNIT OR OFFICE Organizational Development Classification & Compensation	COUNTY OF EMPLOYMENT Franklin

POSITION NUMBER 20005837	<input checked="" type="checkbox"/> Reclassification <input type="checkbox"/> New Position <input type="checkbox"/> Update		Position Hyperlinked to <input type="checkbox"/> Agency Organizational Tree	
	USUAL WORKING TITLE OF POSITION HCM Manager		POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR 20005834 HCM Administrator 2	
	<input checked="" type="checkbox"/> Permanent <input type="checkbox"/> Temporary <input type="checkbox"/> Intermittent	<input checked="" type="checkbox"/> Classified <input type="checkbox"/> Unclassified	Overtime: <input type="checkbox"/> Eligible <input checked="" type="checkbox"/> Exempt If FLSA Exempt, exemption type:	Bargaining Unit 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
35	Develops & implements the Workforce Planning Program statewide; develops & implements a Workforce Planning Guide including but not limited to the following: (e.g., a framework for making staffing decisions linked to Agency mission, goals & objectives; a means to aligning fiscal, technological & human resources to meet agency needs; tools to use to develop the Workforce plan including key indicators, formulas & definitions of indicators, standard reporting techniques, standard queries, web page information, agency support & follow up); prepares & distributes survey of all cabinet agencies to determine as is state of Workforce planning including current tools used by agencies, indicators & reporting techniques; meets with agencies to explain & implement workforce planning initiative in State of Ohio including guiding them through implementation, reporting techniques, website use & general project coordination; develops reports depicting Workforce planning statistics to document program success & status of effort statewide; serves as liaison to other offices in HRD (e.g., career & skill development tools, succession planning & standard query development); develops criteria for strategic HR planning; works with managers & HCM staff to evaluate positions & workforce utilization trends to gain understanding of classification needs; formulates strategic planning solutions; establishes reporting techniques to monitor progress; conducts research & makes recommendations on new & revised policies & programs having statewide impact; serves as liaison between DAS & agencies, boards & commissions & forms business partnership with agency HCM staff; provides expert consultation & technical advice in areas of HCM concerns; develops understanding of strategic plan, human capital & classification & compensation needs of agencies; keeps supervisor up-to-date on activities; establishes & implements HR tools to gauge effectiveness & efficiency of operations in HR area; utilizes Ohio Administrative Knowledge System (OAKS) to analyze HCM data; identifies trends, produces related reports (e.g., turnover reports, wage trends, demographic changes); prepares & presents data analysis & reports to various levels of management including senior leadership; utilizes project management skills to manage various facets of workforce planning including staff outside of section.	Knowledge of: 1, 2, 3, 4, 5, 6, 7*, 8. Skill in: 9. Ability to: 10, 11, 12, 13, 14, 15, 16, 17 *developed after employment

H List Position Numbers & Job Titles of Positions Directly Supervised: HCM Senior Analyst 20005836; 20005838; 20005841; 20005848.	SIGNATURE OF AGENCY REPRESENTATIVE 	DATE 3/17/10
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