

POSITION DESCRIPTION		AGENCY/DEPT ID Administrative Services DAS301805
DIVISION OR INSTITUTION Human Resources	UNIT OR OFFICE Workforce Administration	COUNTY OF EMPLOYMENT Franklin

POSITION NUMBER 20005837 JOB CODE 64615	<input type="checkbox"/> Reclassification <input type="checkbox"/> New Position <input checked="" 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 Human Capital Management 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 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	
	35	Serves on behalf of the Department of Administrative Services Human Resources Division as the statewide manager of the Classification & Compensation group of the Office of Workforce Administration; coordinates activities of the section & supervises staff (e.g. provides developmental opportunities, coaches staff to foster development, job satisfaction, assigns work, evaluates performance, recommends discipline if necessary, provide feedback & approves time off.); reviews & approves goals & objectives proposed by staff; meets with staff to discuss/evaluate project priorities & progress towards short & long term goals; utilizes quality principles & initiatives as part of routine operations; determines application of civil service laws, rules & procedures & collective bargaining contracts; develops & implements policies for classification & compensation programs including compliance reviews, job audits, workforce planning, PSMQ approval, centralized position description review, class plan policies & guidelines & other classification related activities; supervises in-depth classification & compensation reviews of union classifications as authorized by collective bargaining agreements & originates report of findings; participates in labor relations/collective bargaining activities &/or negotiations; oversees &/or evaluates classification plan proposals & works with affected agencies to develop draft classification specifications; creates new &/or modifies existing classifications; drafts & files administrative rules in accordance with Chapter 119 of Ohio Revised Code; independently manages special projects; directs position description decentralization compliance reviews for agencies, boards & commissions; evaluates PD decentralization compliance review policy, procedures & format & recommends modifications &/or improvements; prepares compliance reports & meets with agency Human Capital Management (HCM) staff to discuss findings & issues corrective action plan; ensures compliance records are complete & accurate; monitors progress of corrective action plan; utilizes project management skills to manage complicated projects involving staff outside of section.	Knowledge of: (1) management, (2) labor relations, (3) workforce planning, (4) supervision (5) public relations, (6) human relations, (7) Ohio civil service laws & rules (e.g., Ohio Revised Code, Ohio Administrative Code)* (8) human resources. Skill in: (9) personal computer & related software (e.g., Word, Excel, Access, Paradox, PowerPoint, PeopleSoft*) Ability to: (10) define problems, collect data, establish facts & draw valid conclusions, (11) use research methods in gathering data, (12) use statistical analysis, (13) prepare & deliver speeches to specialized audiences, (14) gather, collate & classify information about data, people or things, (15) handle sensitive inquires from general public & outside agencies & departments, (16) comprehend technical documentation. (17) project management *developed after employment	
	List Position Numbers & Job Titles of Positions Directly Supervised: HCM Senior Analyst 20005836; 20005838; 20005841; 20005848; 20072329.		SIGNATURE OF AGENCY REPRESENTATIVE 	DATE 6/11/10

POSITION DESCRIPTION		AGENCY/DEPT ID Administrative Services DAS301805
DIVISION OR INSTITUTION Human Resources	UNIT OR OFFICE Workforce Administration	COUNTY OF EMPLOYMENT Franklin

POSITION NUMBER 20005837 JOB TITLE Human Capital Management Manager JOB CODE 64615 Applied 6/13/10 AAB	<input type="checkbox"/> Reclassification <input type="checkbox"/> New Position <input checked="" 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; 20072329		SIGNATURE OF AGENCY REPRESENTATIVE 	DATE 6/14/10

