100-000U

POSITION DESCRIPTION

AGENCY/DEPT ID
Administrative Services
DAS301805

DIVISION OR INSTITUTION	UNIT OR OFFICE	COUNTY OF EMPLOYMENT
Human Resources	Workforce Administration	Franklin

POSITION NUMBER 20005837

☐ Reclassification ☐ New Position ☒ Update

Position Hyperlinked to ☐ Agency Organizational Tree

USUAL WORKING TITLE OF POSITION: HCM Manager

POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR: SEE TABLE OF ORGANIZATION

☒ Permanent ☐ Temporary ☐ Intermittent

☒ Classified ☐ Unclassified

Overtime: ☐ Eligible ☒ Exempt

If FLSA Exempt, exemption type:

Bargaining Unit

NORMAL WORKING HOURS (Explain unusual or rotating shift):
FROM: 8:00 a.m. TO: 5:00 p.m.

JOB TITLE: Human Capital Management Manager

JOB CODE: 64615

Appd AWC 6-17-13

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; conveys statewide objectives in accordance with the Office of Workforce Administration's (WFA) strategic plan; coordinates activities of the section & supervises staff, as assigned (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; 20005905; 20005917; HCM Analyst: 20005904; HCM Assoc (Int): 20005933

SIGNATURE OF AGENCY REPRESENTATIVE	DATE
Stephen Sare	6-17-13

100-000U

POSITION DESCRIPTION

AGENCY/DEPT ID
Administrative Services
DAS301805

DIVISION OR INSTITUTION	UNIT OR OFFICE	COUNTY OF EMPLOYMENT
Human Resources	Workforce Administration	Franklin

POSITION NUMBER 20005837

☐ Reclassification ☐ New Position ☒ Update

Position Hyperlinked to ☐ Agency Organizational Tree

USUAL WORKING TITLE OF POSITION: HCM Manager

POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR: SEE TABLE OF ORGANIZATION

☒ Permanent ☐ Temporary ☐ Intermittent

☒ Classified ☐ Unclassified

Overtime: ☐ Eligible ☒ Exempt

If FLSA Exempt, exemption type:

Bargaining Unit

NORMAL WORKING HOURS (Explain unusual or rotating shift):
FROM: 8:00 a.m. TO: 5:00 p.m.

JOB TITLE: Human Capital Management Manager

JOB CODE: 64615 Appd. AWC 11-17-13

JOB DESCRIPTION AND WORKER CHARACTERISTICS

%	Job Duties in Order of Importance	Knowledge, Skills & Abilities
35	Develops criteria for strategic planning within assigned program area; 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; forms business partnerships 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., wage trends, demographic changes); prepares & presents data analysis & reports to various levels of management including senior leadership; develops & implements all aspects of project management associated with program evolution (e.g., creates and manages timelines, assures milestones are met timely; provides resource/support reports; identifies and executes communication plan opportunities, completes risk assessment matrix, quality plan, etc.); develops effective measurements of program success.	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; 20005905; 20005917; HCM Analyst: 20005904; HCM Assoc (Int): 20005933.

SIGNATURE OF AGENCY REPRESENTATIVE: [signature]

DATE: 6-17-13

100-000U

POSITION DESCRIPTION

AGENCY/DEPT ID
Administrative Services
DAS301805

DIVISION OR INSTITUTION	UNIT OR OFFICE	COUNTY OF EMPLOYMENT
Human Resources	Workforce Administration	Franklin

POSITION NUMBER 20005837

☐ Reclassification ☐ New Position ☒ Update

Position Hyperlinked to ☐ Agency Organizational Tree

USUAL WORKING TITLE OF POSITION	POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR
HCM Manager	SEE TABLE OF ORGANIZATION

☒ Permanent ☐ Temporary ☐ Intermittent

☒ Classified ☐ Unclassified

Overtime: ☐ Eligible ☒ Exempt

If FLSA Exempt, exemption type:

Bargaining Unit

NORMAL WORKING HOURS (Explain unusual or rotating shift):
FROM: 8:00 a.m. TO: 5:00 p.m.

JOB TITLE Human Capital Management Manager

JOB CODE 64615 Appd ANC 6-17-13

JOB DESCRIPTION AND WORKER CHARACTERISTICS

%	Job Duties in Order of Importance	Knowledge, Skills & Abilities
20	Manages special projects; participates in classification grievance processes including Working Out of Class (WOC); supervises &/or conducts position audits & represents DAS at State Personnel Board of Review; oversees the review of position descriptions submitted by centralized agencies for approval.	Knowledge of: 1, 2, 4, 5, 6, 7*, 8. Skill in: 9. Ability to: 10, 11, 12, 13, 14, 15, 16, 17.
10	Performs related administrative duties: supervises maintenance of records related to section activities; operates personal computer to type, log, enter, access &/or generate correspondence &/or various reports; operates office equipment (e.g., facsimile machine, photocopier); answers telephone & responds to inquiries from agency personnel, employees & general public.	Knowledge of: 4, 7*. Skill in: 9. Ability to: 14, 15.

*developed after employment

List Position Numbers & Job Titles of Positions Directly Supervised: HCM Senior Analyst: 20005836; 20005838; 20005841; 20005848; 20072329; 20005905; 20005917; HCM Analyst: 20005904; HCM Assoc (Int): 20005933.

SIGNATURE OF AGENCY REPRESENTATIVE

DATE 6-17-13