100-000U

POSITION DESCRIPTION

AGENCY/DEPT ID
Administrative Services
DAS301805

DIVISION OR INSTITUTION	UNIT OR OFFICE	COUNTY OF EMPLOYMENT
Human Resources	Office of Talent Management	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 Page 1 of 3

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. 8.28.13 AC

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 Talent Management strategic plan; 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) public relations, (5) human relations, (6) Ohio civil service laws & rules (e.g., Ohio Revised Code, Ohio Administrative Code)* (7) human resources. Skill in: (8) personal computer & related software (e.g., Word, Excel, Access, Paradox, PowerPoint, PeopleSoft*) Ability to: (9) define problems, collect data, establish facts & draw valid conclusions, (10) use research methods in gathering data, (11) use statistical analysis, (12) prepare & deliver speeches to specialized audiences, (13) gather, collate & classify information about data, people or things, (14) handle sensitive inquires from general public & outside agencies & departments, (15) comprehend technical documentation. (16) project management *developed after employment

List Position Numbers & Job Titles of Positions Directly Supervised:	SIGNATURE OF AGENCY REPRESENTATIVE	DATE
	[signature]	8-28-13

100-000U

POSITION DESCRIPTION

		AGENCY/DEPT ID Administrative Services DAS301805
DIVISION OR INSTITUTION Human Resources	UNIT OR OFFICE Office of Talent Management	COUNTY OF EMPLOYMENT Franklin

POSITION NUMBER 20005837

JOB TITLE Human Capital Management Manager

JOB CODE 64615 Appd 8.28.13 AC

☐ 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 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 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. 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:	SIGNATURE OF AGENCY REPRESENTATIVE	DATE
		8-28-13

100-000U

POSITION DESCRIPTION

AGENCY/DEPT ID
Administrative Services
DAS301805

DIVISION OR INSTITUTION	UNIT OR OFFICE	COUNTY OF EMPLOYMENT
Human Resources	Office of Talent Management	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 Page 3 of 3

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

JOB TITLE Human Capital Management Manager

Appd. 9.28.13 HC

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. 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, 6*. Skill in: 9. Ability to: 14, 15.

*developed after employment

JOB CODE 64615

List Position Numbers & Job Titles of Positions Directly Supervised:	SIGNATURE OF AGENCY REPRESENTATIVE	DATE
		8-28-13