

POSITION DESCRIPTION		AGENCY/DEPT ID Department of Administrative Services DAS301840
DIVISION OR INSTITUTION Human Resources	UNIT OR OFFICE Organizational Development Test Development	COUNTY OF EMPLOYMENT Franklin

POSITION NUMBER 20005839 JOB TITLE Human Capital Management Manager JOB CODE 64615 Appel 5/24/10 BMD	<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
	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	Acts as the statewide testing manager: independently develops, implements & administers policies & procedures of the state testing program to provide effective oversight & to ensure alignment with Uniformed Guidelines of Employee Selection (e.g., civil service testing, proficiency testing); provides direction to state agencies on establishing independent testing operations & agency testing policies & procedures; provides direction, criteria, & oversight for state testing; supervises the development of DAS civil service tests for state of Ohio; evaluates item analyses to determine item performance & makes final decisions concerning test maintenance & challenges; oversees development of civil service & proficiency tests based on job analysis techniques & Uniformed Guidelines of Employee Selection Procedures; oversees development of establishing pass points for selection tests (e.g., Angoff, statistical data); evaluates test responses to determine statistical trends & identify potential adverse impact; oversees &/or develops modifications to tests; testifies as expert witness on matters concerning testing for various legal & administrative procedures (e.g., arbitrations, lawsuits); evaluates methods for testing applicants for validity (e.g., written examinations, physical agility tests, work samples, assessment centers, work simulations structured interviews); directly supervises staff (e.g. provides developmental opportunities; coaches staff to foster development & job satisfaction; assigns work; evaluates performance; recommends discipline if necessary; provides feedback; approves leave; reviews & approves goals & objectives proposed by staff; meets with staff to discuss/evaluate project priorities & progress towards short & long term goals); provides consulting services to state agencies (e.g., job analysis, exam creation, proficiency testing, establishing pass points, defense of validity of tests).	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, (9) Industrial Organizational Psychology, (10) Uniform Guidelines on Employee Selection Procedures. (11) Multiple Types of Validity; (12) Angoff Scoring Method. Skill in: (13) Test Management System (TSM) & Neogov,*(14) personal computer & related software (e.g., Word, Excel, Access, PowerPoint, PeopleSoft*). Ability to: (15) define problems, collect data, establish facts & draw valid conclusions, (16) use research methods in gathering data, (17) use statistical analysis, (18) prepare & deliver speeches to specialized audiences, (19) gather, collate & classify information about data, people or things, (20) handle sensitive inquires from general public & outside agencies & departments, (21) comprehend technical documentation, (22) make proper decisions under pressure.
	List Position Numbers & Job Titles of Positions Directly Supervised: Human Capital Management Analyst 20005904; Human Capital Management Senior Analyst 20005905; 20005917; Administrative Assistant 3 20005939 Personnel Test Specialist 2 20005903		SIGNATURE OF AGENCY REPRESENTATIVE 
			DATE 5/24/10

POSITION DESCRIPTION		AGENCY/DEPT ID Department of Administrative Services DAS301840
DIVISION OR INSTITUTION Human Resources	UNIT OR OFFICE Organizational Development Classification & Compensation	COUNTY OF EMPLOYMENT Franklin

POSITION NUMBER 20005839 JOB TITLE Human Capital Management Manager JOB CODE 64615	<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
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 usage of various evaluation tools, instruments & methodologies needed for effective program assessment; conducts research & makes recommendations to improve testing policies & programs having statewide impact; develops & evaluates test methods & implements new practices to improve test management efficiency throughout state; evaluates data related to test development & administration & recommends more efficient test development techniques including the use of the Ohio Hiring Management System (i.e., OHMS) Test Management System (i.e., TMS); develops & implements policy & procedures concerning TMS (e.g., security access, functionality, training, reporting); monitors success/failure by developing reports depicting test results including demographic information & prepares report of findings; establishes & implements HR tools to gauge effectiveness & efficiency of operations in testing program; utilizes Ohio Administrative Knowledge System (OAKS) to analyze HCM data; prepares & present data analysis & reports to various levels of management including senior leadership	Knowledge of: 1, 2, 4, 6, 7*, 8, 9, 10, 11, 12. Skill in: 13*, 14. Ability to: 15, 16, 17, 18, 19, 20, 21, 22.
20	Manages special projects; participates in labor relations/collective bargaining activities &/or negotiations; serves as liaison between DAS HRD & agencies, boards & commissions & forms business partnership with agency human capital management (i.e., HCM) staff; (e.g., provides expert consultation & technical advice in areas of Testing concerns; works with managers & HCM staff to evaluate positions & workforce utilization trends to gain understanding of testing needs).	Knowledge of: 1, 2, 3, 4, 5, 6, 7*, 8, 9, 11. Skill in: 14. Ability to: 15, 16, 17, 18, 19, 20, 21, 22. *developed after employment

List Position Numbers & Job Titles of Positions Directly Supervised: Human Capital Management Analyst 20005904; Human Capital Management Senior Analyst 20005905; 20005917; Administrative Assistant 3 20005939 Personnel Test Specialist 2 20005903	SIGNATURE OF AGENCY REPRESENTATIVE 	DATE 3/24/10
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