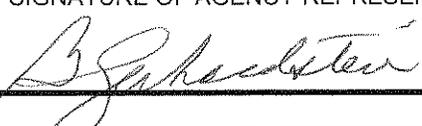


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|--|---|--|
| <b>POSITION DESCRIPTION</b>                |   | AGENCY/DEPT ID<br>Department of Administrative Services<br>DAS302220 |
| DIVISION OR INSTITUTION<br>Human Resources | UNIT OR OFFICE<br>HCM & Agency HR Support | COUNTY OF EMPLOYMENT<br>Franklin                                     |

|   |  |  |   |                                    |
|---|--|--|---|------------------------------------|
| POSITION NUMBER<br>20005849<br><br>JOB TITLE<br>Human Capital Management Administrator 1<br><br>JOB CODE<br>64616<br><br><i>App'd 6/11/10 BWS</i> | <input type="checkbox"/> Reclassification <input type="checkbox"/> New Position <input checked="" type="checkbox"/> Update   |  | Position Hyperlinked to <input type="checkbox"/><br>Agency Organizational Tree  |                                    |
|   | USUAL WORKING TITLE OF POSITION<br>Assistant Administrator   |  | POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR<br>20005945 Human Resources Manager 4  |                                    |
|   | <input checked="" type="checkbox"/> Permanent<br><input type="checkbox"/> Temporary<br><input type="checkbox"/> Intermittent   | <input type="checkbox"/> Classified<br><input checked="" type="checkbox"/> Unclassified  | Overtime: <input type="checkbox"/> Eligible <input checked="" type="checkbox"/> Exempt<br><br>If FLSA Exempt, exemption type:   | Bargaining Unit<br><br>Page 1 of 2 |
|   | NORMAL WORKING HOURS (Explain unusual or rotating shift):<br>FROM: 8:00 a.m.    TO: 5:00 p.m.  |  |   |                                    |
|   | JOB DESCRIPTION AND WORKER CHARACTERISTICS   |  |   |                                    |
|   | %  | Job Duties in Order of Importance  | Knowledge, Skills & Abilities   |                                    |
|   | 75   | Plans, directs & coordinates activities of the following units within the Office of HCM & Agency HR Support: State HR Operations; identifies goals & objectives & defines program parameters; formulates & implements policies & procedures for assigned work groups; coordinates development of program components, rules & regulations; establishes timelines & assesses qualitative & quantitative effectiveness of programs & success rate once programs are in place; develops section budget; establishes fiscal controls & monitors expenditures; projects staffing needs & develops staffing plans; provides oversight in areas of specific program training & development assistance & ensures adequate training resources to meet needs of assigned work units & agencies served by division; responds to inquiries & complaints; supervises all operations related to benefits processing; revises policies & procedures to aid in alleviation of problematic areas & issues of contention; provides assistance to HCM & Agency HR Support Administrator as directed; serves as Assistant HCM Administrator & assumes functional responsibility of all programs in administrator's absence; supervises subordinate human resources staff; supervises & facilitates continuing career development of assigned staff. | Knowledge of (1) budgeting; (2) management; (3) human resources; (4) workforces planning; (5) agency policies & procedures*; (6) government structure & process* (7) payroll processing; (8) employee benefits processing; (9) state & federal laws, rules & regulations (e.g., Ohio Revised Code Chapters 124 & 4117, Ohio Administrative Code Chapter 123, collective bargaining agreements)*, (10) supervisory principles & techniques. Skill in (11) use of a personal computer & related hardware/software (e.g. MS Word, Excel, Peoplesoft*, Ohio Hiring Management System (OHMS)* Ability to (12) communicate effectively to diverse audiences; (13) define problems, collect data, establish facts & draw valid conclusions; counsel or exhort others on sensitive/controversial matters; (14) gather, collate & classify information about data, people or things. |                                    |
|   |  | Position is in unclassified service per Section 124.11 (A) of Ohio revised Code & is overtime exempt   | *developed after employment   |                                    |
|   | List Position Numbers & Job Titles of Positions Directly Supervised:<br>Administrative Assistant 4: 20005878<br>Human Capital Management Manager: 20005912<br>Benefits Mgt Rep: 20005813; 20005884; 20005967; 20005972; 20005974 |  | SIGNATURE OF AGENCY REPRESENTATIVE<br>  | DATE<br>6/11/10                    |

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|--|---|--|
| <b>POSITION DESCRIPTION</b>                |   | AGENCY/DEPT ID<br>Department of Administrative Services<br>DAS302220 |
| DIVISION OR INSTITUTION<br>Human Resources | UNIT OR OFFICE<br>HCM & Agency HR Support | COUNTY OF EMPLOYMENT<br>Franklin                                     |

|  |  |  |  |                                    |
|--|--|--|--|------------------------------------|
| POSITION NUMBER<br>20005849<br><br><br><br><br><br><br><br><br><br><br>JOB TITLE<br>Human Capital Management Administrator 1<br><br><br><br><br><br><br><br><br><br><br>JOB CODE<br>64616<br><br><br><br><br><br><br><br><br><br><br><i>Approved 6/11/10 [Signature]</i> | <input type="checkbox"/> Reclassification <input type="checkbox"/> New Position <input checked="" type="checkbox"/> Update   |  | Position Hyperlinked to <input type="checkbox"/><br>Agency Organizational Tree   |                                    |
|  | USUAL WORKING TITLE OF POSITION<br>Assistant Administrator   |  | POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR<br>20005945 Human Resources Manager 4   |                                    |
|  | <input checked="" type="checkbox"/> Permanent<br><input type="checkbox"/> Temporary<br><input type="checkbox"/> Intermittent   | <input type="checkbox"/> Classified<br><input checked="" type="checkbox"/> Unclassified  | Overtime: <input type="checkbox"/> Eligible <input checked="" type="checkbox"/> Exempt<br>If FLSA Exempt, exemption type:                                      | Bargaining Unit<br><br>Page 2 of 2 |
|  | NORMAL WORKING HOURS (Explain unusual or rotating shift):<br>FROM: 8:00 a.m.      TO: 5:00 p.m.  |  |  |                                    |
|  | <b>JOB DESCRIPTION AND WORKER CHARACTERISTICS</b>  |  |  |                                    |
|  | %  | Job Duties in Order of Importance  | Knowledge, Skills & Abilities  |                                    |
|  | 25   | Conducts staff meetings to apprise staff of goals, expectations & time constraints; attends conferences, seminars & meetings; reviews proposals for process improvement opportunities from assigned staff; performs other related administrative & public relations duties as assigned (e.g., attends in-service training, works on special projects as assigned). | Knowledge of 1, 2, 3, 4, 5*, 6*, 7*, 8, 9*, 10.<br>Skill in 11<br>Ability to 12, 13, 14<br><br><br><br><br><br><br><br><br><br><br>*developed after employment |                                    |
|  | Position is in unclassified service per Section 124.11 (A) of Ohio revised Code & is overtime exempt   |  |  |                                    |
|  | List Position Numbers & Job Titles of Positions Directly Supervised:<br>Administrative Assistant 4: 20005878<br>Human Capital Management Manager: 20005912<br>Benefits Mgt Rep: 20005813; 20005884; 20005967; 20005972; 20005974 |  | SIGNATURE OF AGENCY REPRESENTATIVE<br>                                     | DATE<br>6/10/10                    |