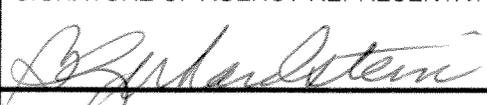


POSITION DESCRIPTION		AGENCY/DEPT ID Department of Administrative Services DAS302220
DIVISION OR INSTITUTION Human Resources	UNIT OR OFFICE HCM & Agency HR Support	COUNTY OF EMPLOYMENT Franklin

POSITION NUMBER 20005849 JOB TITLE Human Capital Management Administrator 1 JOB CODE 64616	<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 Assistant Administrator		POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR 20005945 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		Bargaining Unit
	If FLSA Exempt, exemption type:				Page 1 of 2
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
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; recommends changes in policies & procedures for assigned work groups; coordinates development of program components; establishes timelines & assesses qualitative & quantitative effectiveness of programs & success rate once programs are in place; 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; 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.
		*developed after employment

List Position Numbers & Job Titles of Positions Directly Supervised: Human Capital Management Manager: 20005912, 20005878, 20005968	SIGNATURE OF AGENCY REPRESENTATIVE 	DATE 9/16/11
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