

POSITION DESCRIPTION		AGENCY/DEPT ID Department of Administrative Services DAS301000
DIVISION OR INSTITUTION Human Resources Division	UNIT OR OFFICE Office of Talent Management	COUNTY OF EMPLOYMENT Franklin

POSITION NUMBER 20005849 JOB TITLE Human Capital Management Administrator 1 JOB CODE 64616 <i>Copied 6-4-14 AC</i>	<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 Agency Relations & Operations Research Administrator		POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR See Table of Organization	
	<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 type="checkbox"/> Exempt If FLSA Exempt, exemption type:	Bargaining Unit Page 2 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	
	40	Coordinates development of program components (e.g., Talent Management Module): evaluates & creates business requirements; establishes timelines & assesses qualitative effectiveness for operations; measures component success & identifies opportunities for short & long term improvement(s); develops & implements communication plan(s); responds to inquiries & complaints; provides oversight for training delivery to ensure training plan & resources to meet needs. Supports HRD in similar endeavors on special projects.	Knowledge of: 1, 2, 3, 4, 5, 6, 7*, 8 Skill in: 9 Ability to: 10, 11, 12, 13, 14, 15, 16	
	15	Supervises assigned staff (i.e., assigns & reviews work, evaluates recommends/initiates disciplinary action, recommends leave) & ensures on-going training to keep employees abreast of professional practices changes & changes to state & federal laws, rules & regulations as it relates to Talent Management.	Knowledge of: 1, 2, 3, 4, 5, 6, 7*, 8 Skill in: 9 Ability to: 10, 11, 12, 14.	
			*developed after employment	
	List Position Numbers & Job Titles of Positions Directly Supervised: See Table of Organization		SIGNATURE OF AGENCY REPRESENTATIVE 	DATE 6-4-14