

POSITION DESCRIPTION		AGENCY/DEPT ID Department of Administrative Services DAS302270
DIVISION OR INSTITUTION Human Resources Division	UNIT OR OFFICE HRD OAKS Support HCM HR/ Position Management	COUNTY OF EMPLOYMENT Franklin

POSITION NUMBER 20005852	<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 HCM Position Management Team Manager	POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR 20005817 Administrative Officer 3	
	<input checked="" type="checkbox"/> Permanent <input type="checkbox"/> Temporary <input type="checkbox"/> Intermittent	<input checked="" type="checkbox"/> Classified <input type="checkbox"/> Unclassified <input type="checkbox"/> Essential	Overtime: <input type="checkbox"/> Eligible <input checked="" type="checkbox"/> Exempt If FLSA Exempt, exemption type:
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
70	Manages Human Capital Management (HCM) Human Resources Position Management Support Unit & supervises lower-level staff (e.g., approves leave, initiates discipline, interviews applicants & recommends staff for hire, completes performance evaluations); develops training materials; monitors completed work of staff to ensure accuracy & consistency with established Department of Administrative Services (DAS) policies, procedures & guidelines; responsible for entering personnel actions for most departments, institutions, boards, & commissions using Ohio Administrative Knowledge System (OAKS) HCM module running on PeopleSoft application; manages & maintains state agencies budget department trees; enters & maintains pay tables, position numbers, job codes & event/reason codes for State of Ohio; researches & reviews Ohio Revised Code & union contracts to ensure appropriate rules application; works closely with Ohio Administrative Knowledge System (e.g., OAKS module running on PeopleSoft application) staff to respond to inquiries from customers (e.g., analyzes & researches issues, determines solutions & executes in OAKS, coordinates higher-level tasks with OAKS staff, tests solutions/changes before & after production); maintains & develops queries in OAKS using PS Query or Cognos; reviews all human resource enhancement requests & makes recommendations for changes; monitors human resources support functions; recommends & implements modifications & new procedures required to correct problems.	Knowledge of (1) public relations (e.g., HR environment), (2) agency policies and procedures* (e.g., PA principles and procedures); (3), management; (4) supervision principles; (5) government structure & process*; (6) OAKS HCM Module functions; Skill in (7) operation of a personal computer and related hardware/software (e.g. MS Word, Excel, Access); (8) use of Web-based applications (e.g., HCM, FIN, ISQL, PS Query, &/or Cognos); (9) configuring PeopleSoft HCM module function; Ability to (10) understand communications and customer service fields; (11) establish friendly atmosphere as supervisor of work unit; (12) handle sensitive inquiries from & contacts with officials & general public; (13) define problems, collect data, establish facts & draw valid conclusions.
		*developed after employment

JOB CODE 63216 JOB CODE TITLE Management Analyst Supervisor 2 APD 675-04-000	List Position Numbers and Titles of Positions Directly Supervised: 20005842 HR Analyst 3 20005901 HR Analyst I 20005893 HR Analyst I 20005894 HR Analyst I	SIGNATURE OF AGENCY REPRESENTATIVE 	DATE 6.4.09
--	--	--	----------------

