

POSITION DESCRIPTION

OHIO DEPARTMENT OF ADMINISTRATIVE SERVICES

AGENCY
Department of Administrative Services

DIVISION OR INSTITUTION
Human Resources Division

UNIT OR OFFICE
HRD OAKS Support

POSITION NUMBER
20005852 (23003.0)

State Agency County Agency New Position Change

County of Employment
Franklin

USUAL WORKING TITLE OF POSITION
HCM Position Management Team Manager

POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR
20005955 (29200.0) Benefits Manager 1

NORMAL WORKING HOURS (Explain unusual or rotating shift)
8:00 a.m. - 5:00 p.m.

Page 1 of 2

JOB DESCRIPTION AND WORKER CHARACTERISTICS

%	Job Duties in Order of Importance	Minimum Acceptable Characteristics
70	<p>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.</p>	<p>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); (19) 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.</p> <p>*developed after employment</p>

JOB CODE TITLE
Management Analyst Supervisor 2

JOB CODE
63216

List Position Numbers and Class Titles of Positions Directly Supervised:
20005842 (22314.0) HR Analyst 3
20005914 (24704.0) HR Analyst 3
20005901 (24302.0) HR Analyst 1

SIGNATURE OF AGENCY REPRESENTATIVE

David S Hollbrook

DATE

8/20/00

ADD 8-22-07 (DB)

<h1 style="margin:0;">POSITION DESCRIPTION</h1>	<h2 style="margin:0;">OHIO DEPARTMENT OF ADMINISTRATIVE SERVICES</h2>	AGENCY Department of Administrative Services
		DIVISION OR INSTITUTION Human Resources
		UNIT OR OFFICE HRD OAKS Support

POSITION NUMBER 20005852 (23003.0)	<input checked="" type="checkbox"/> State Agency <input type="checkbox"/> County Agency <input type="checkbox"/> New Position <input checked="" type="checkbox"/> Change		County of Employment Franklin
	USUAL WORKING TITLE OF POSITION HCM Position Management Team Manager	POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR 20005955 (29200.0) Benefits Manager 1	
	NORMAL WORKING HOURS (Explain unusual or rotating shift) 8:00 a.m. - 5:00 p.m.		
JOB DESCRIPTION AND WORKER CHARACTERISTICS			
	%	Job Duties in Order of Importance	Minimum Acceptable Characteristics
20		Researches, investigates & processes customer inquiries; provides answers to questions regarding HCM OAKS information; develops & implements policies & procedures regarding human resource functions; makes recommendations on alternative activities with other units within Human Resources Division (HRD) HCM OAKS Support Unit; serves as liaison with state agencies on human resource related issues; develops human resource procedure memos; monitors timeliness & quality of responses from HR Position Management Unit; assists with development & writing of training materials for state agencies; makes public presentations; develops policies & procedures for human resource programs; assists in the preparation & revisions of human resource materials to agencies & employees.	Knowledge of 1, 2*, 3, 4, 5, 6*. Skill in 8, 9, 10. Ability to 11, 12, 13, (14) write & develop policies & procedures; (15) proofread technical materials, recognize errors & make corrections; (16) interpret a variety of technical matter in books, journals & manuals; (17) understand manuals & verbal instructions; (18) prepare & deliver speeches before specialized audiences.
10		Performs other duties as assigned: develops & implements effective methods of communication & customer service program delivery; operates personal computer to edit, enter &/or verify data; represents administrator at meetings & assumes responsibility in administrator's absence; performs other duties related to human resource processing & customer service as assigned.	Knowledge of 2*, 3, 4, 5, 6*. Skill in 8. Ability to 11, 12, 13, 14.
		Position is overtime exempt.	<u>Position Specific Minimum Qualifications</u> 12 mos. trg. or exp. in public relations (e.g., Human Resources environment); 6 mos. trg. or exp. in using web-based applications (e.g., HCM, FIN, ISQL, PS Query &/or Cognos). *developed after employment
JOB CODE 63216	List Position Numbers and Class Titles of Positions Directly Supervised: 20005842 (22314.0) HR Analyst 3 20005914 (24704.0) HR Analyst 3 20005901 (24302.0) HR Analyst 1		SIGNATURE OF AGENCY REPRESENTATIVE <div style="text-align: center; font-family: cursive; font-size: 1.2em;"> David S Hollbrook </div>
			DATE 8/20/07