

POSITION DESCRIPTION

AGENCY/DEPT ID
Department of Administrative Services
DAS301805

DIVISION OR INSTITUTION
Human Resources Division

UNIT OR OFFICE
Workforce Administration

COUNTY OF EMPLOYMENT
Franklin

POSITION NUMBER
20005897

Reclassification New Position Update Position Hyperlinked to
Agency Organizational Tree

USUAL WORKING TITLE OF POSITION: HCM Manager POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR: 20005834 HCM Administrator 2

Permanent Classified Overtime: Eligible Exempt Bargaining Unit
 Temporary Unclassified
 Intermittent Essential 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
60	Serves as statewide manager for development & implementation of Performance Management systems; independently develops & implements policies & procedures for effective oversight of agency reporting of performance management activities, alternatives to Ohio Performance Review System (OPRS) system, & review of performance evaluation appeals submitted to the Director of Administrative Services; serves as liaison to agency performance management designees to convey statewide objectives & improve performance management in line with Office of Organizational Development business plan; works with agencies to develop alternatives to OPRS; researches & recommends alternatives to meet business needs; reviews & effectively recommends approval of alternatives to OPRS proposed by state agencies; researches & recommends methods of incorporating performance evaluation information into selection tools such as (e.g. testing).	Knowledge of: (1) management; (2) work-force planning; (3) public relations; (4) human relations; (5) agency policies & procedures (e.g., performance management)*; (6) government structure & process (e.g., civil service)*. Skill in: (7) operation of personal computer & associated hardware/software (e.g., MS Office). Ability to: (8) interpret variety of technical material in books, journals, & manuals; (9) develop complex reports & position papers; (10) establish & maintain constructive communication with agency contacts; (11) resolve complaints from angry citizens & government officials.
20	Develops a reporting tool to capture the number of evaluations that are completed on time; develops reporting schedule consistent with the flexible performance plan to include developing effective measurements of program success; serves as consultant to agencies designing & refining processes & procedures related to performance management, development of alternative evaluation tools, goal development & performance monitoring techniques; provides training for performance management techniques such as goal setting, measurement, tool building & monitoring.	Knowledge of: 2, 3, 5*,6*. Skill in: 7; Ability to: 8, 9, 10, 11, (12) calculate fractions, decimals & percentages; (13) gather, collate & classify information about data, people or things; (14) design tools for performance measurement; (15) prepare & make presentations concerning performance management. *developed after employment

App'd 6/13/10 Bue

JOB CODE TITLE
Human Capital Management Manager

JOB CODE
64615

List Position Numbers & Job Titles of Positions Directly Supervised:

SIGNATURE OF AGENCY REPRESENTATIVE

DATE

6/14/10

