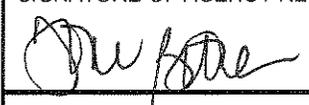


POSITION DESCRIPTION		AGENCY/DEPT ID Department of Administrative Services DAS302220
DIVISION OR INSTITUTION Human Resources Division	UNIT OR OFFICE HCM & Agency HR Support	COUNTY OF EMPLOYMENT Franklin

POSITION NUMBER 20005898	<input checked="" type="checkbox"/> Reclassification <input type="checkbox"/> New Position <input type="checkbox"/> Update		Position Hyperlinked to <input type="checkbox"/> Agency Organizational Tree	
	USUAL WORKING TITLE OF POSITION Human Capital Management Administrator		POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR 20005812 Deputy Director 6	
	<input type="checkbox"/> Permanent <input type="checkbox"/> Temporary <input checked="" type="checkbox"/> Intermittent	<input type="checkbox"/> Classified <input checked="" type="checkbox"/> Unclassified <input type="checkbox"/> Essential	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
15	Coordinates all HCM OAKS activities for HRD; serves as OAKS advisor to HRD Deputy Director; develops processes to monitor, track & review proposed system changes that impact HRD policies & procedures; works with staff to document process flow for HCM operations; identifies policies & rules to be developed &/or revised; reviews proposed contracts to ensure functional capabilities exist; conducts research on sensitive, confidential & innovative issues; obtains internal & external customer input; develops position papers to include recommended alternative approaches to human resources management & collective bargaining issues impacting HCM; develops pertinent cost analysis & implements related policies; works with HRD Training unit to develop Statewide OAKS training programs.	Knowledge of: 1, 2, 4. Skill in: 6. Ability to: 7, 8, 9, 10, 11, 12.
10	Performs other related duties: conducts research; oversees special projects; prepares required administrative & confidential reports, forms & correspondence (e.g., policy statements, OAKS activity reports, agency personnel activity reports) related to human resources matters; attends meetings, seminars, & classes to keep current on changes in laws, rules & procedures affecting human resources; conducts staff meeting to apprise section managers of goals, expectations & time constraints.	Knowledge of: 1, 2, 3. Skill in: 6. Ability to: 7, 8, 9, 10, 11, 12, 13, 14.
<p style="text-align: center;">Position is in unclassified service per Section 124.11 (A) (9) of Ohio Revised Code</p>		

JOB CODE 64634	List Position Numbers & Job Titles of Positions Directly Supervised: 20005849 Administrative Officer 3 20005817 Administrative Officer 3	SIGNATURE OF AGENCY REPRESENTATIVE 	DATE 1/1/16
	ADM 4107 R 10-08 An Equal Opportunity Employer		