

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 20005899 JOB TITLE Human Capital Management Manager JOB CODE 64615 <i>Approved 8.8.14 AC</i>	<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		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 checked="" type="checkbox"/> Exempt If FLSA Exempt, exemption type:	Bargaining Unit 22 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	
	40	<p>Serves on behalf of the Department of Administrative Services (DAS) Human Resources Division (HRD) as the statewide manager of the Workforce Planning program, including enterprise strategic criteria development & Business Intelligence (BI) standard reporting within the Office of Talent Management (OTM); conveys statewide objectives in accordance with the OTM strategic plan & roadmap; develops & implements enterprise policies for the program; coordinates with staff to discuss/evaluate project priorities & progress towards short & long term goals; coaches staff to foster development, job satisfaction, contributes to performance evaluations, provides on-going feedback; utilizes quality principles & initiatives as part of routine operations; determines application of civil service laws, rules & procedures & collective bargaining contracts; utilizes Ohio Administrative Knowledge System (OAKS) to analyze HCM data; identifies trends, produces related reports; prepares & presents data analysis & reports to various levels of management including senior leadership; identifies, researches & reports potential & actual efficiency gains; develops & implements management tools to gauge effectiveness of program utilization & areas for improvement; researches & recommends direction &/or alternatives to support enterprise-level business needs; develops & implements all aspects of project management associated with program evolution (e.g., creates & manages timelines, assures milestones are met timely; provides resource/support reports; identifies & executes communication plan opportunities, completes risk assessment matrix, quality plan, etc.); coordinates the enterprise workforce planning process to include identifying &/or developing strategic criteria for annual report submissions, reporting enterprise trends, & developing & posting tools & other resources to plan the work and work the plan; provides training & serves as liaison to assist agencies with data analysis & recommendations for the 'current', 'transitional' & 'future state' table of organizations; provides direction/guidance to agencies on BI standard reports (e.g., facilitates changes or creating new reports); monitors statewide workforce trends to assist agencies with planning strategies &/or provides tools/templates to improve processes & improve/sustain quality of the workforce to ensure state agencies goals are effectively & efficiently met in support of services provided to the citizens of the State of Ohio.</p>	<p>Knowledge of: (1) management; (2) labor relations; (3) workforce planning; (4) supervision; (5) public relations; (6) human relations; (7) Ohio Civil service laws & rules (e.g., Ohio revised Code, Ohio Administrative Code)*; (8) human resources. Skill in: (9) personal computer & related software (e.g., Word, Excel, Access, PowerPoint, PeopleSoft*); Ability to: (10) define problems, collect data, establish facts & draw valid conclusions; (11) use research methods in gathering data; (12) use statistical analysis; (13) prepare & deliver speeches to specialized audiences; (14) gather, collate & classify information about data, people or things; (15) handle sensitive inquiries from general public & outside agencies & departments; (16) comprehend technical documentation; (17) project management.</p>	
	List Position Numbers & Job Titles of Positions Directly Supervised:		SIGNATURE OF AGENCY REPRESENTATIVE	DATE
			<i>[Signature]</i>	8-8-14

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	JOB DESCRIPTION AND WORKER CHARACTERISTICS			
	%	Job Duties in Order of Importance	Knowledge, Skills & Abilities	
	40	Develops effective measurements of program success; advises management concerning policies & practices & their potential effects on organizational/enterprise effectiveness & efficiency; regularly reviews & recommends updates to program policies & procedures for approval; manages release & updates to advisor tools; develops a review schedule, conducts focus groups &/or conducts research to stay abreast of current & sound professional practices; identifies business needs & facilitates organizational changes via agency networks.	Knowledge of: 1, 2, 5, 6, 7*8 Skill in: 9 Ability to: 10, 11, 12, 13, 14, 15, 16, 17	
	20	Manages special projects; provides ad hoc technical assistance to agency human resources peers/partners & officials of state agencies & other divisions within the department; performs related administrative duties; supervises maintenance of records related to program activities; operates personal computer to type, log, enter, access &/or generate correspondence &/or various reports; operates office equipment; responds to inquiries from agency personnel, employees & general public via telephone, in-writing by email, &/or in-person at meetings, conferences, &/or one-on-one sessions.	Knowledge of: 1, 2, 5, 6, 7*8 Skill in: 9 Ability to: 10, 11, 12, 13, 14, 15, 16, 17	
	List Position Numbers & Job Titles of Positions Directly Supervised:		SIGNATURE OF AGENCY REPRESENTATIVE 	DATE 8-8-14