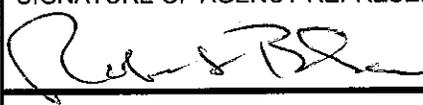


POSITION DESCRIPTION		AGENCY/DEPT ID Administrative Services DAS101100
DIVISION OR INSTITUTION HRD, OCB & OES	UNIT OR OFFICE	COUNTY OF EMPLOYMENT Franklin

POSITION NUMBER 20005901 JOB TITLE Deputy Director 6 JOB CODE 61316	<input 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 Chief HR Officer		POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR 20005392 Director 4	
	<input checked="" type="checkbox"/> Permanent <input type="checkbox"/> Temporary <input type="checkbox"/> Intermittent	<input type="checkbox"/> Classified <input checked="" type="checkbox"/> Unclassified	Overtime: <input type="checkbox"/> Eligible <input checked="" type="checkbox"/> Exempt If FLSA Exempt, exemption type:	Bargaining Unit Page 1 of 1
	NORMAL WORKING HOURS (Explain unusual or rotating shift): FROM: TO:			
	JOB DESCRIPTION AND WORKER CHARACTERISTICS			
	%	Job Duties in Order of Importance	Knowledge, Skills & Abilities	
	65	Acts on behalf of the Director of the Department of Administrative Services & provides oversight for all activities within the Human Resources Division (HRD), Office of Collective Bargaining (OCB) & the Office of Employee Services (OES); supervises Deputy Directors (i.e., HRD & OCB) & HCM Administrator of OES; works with division deputies to implement agency & division goals; acts as liaison between Director and assigned divisions; works with Director to formulate & implement programs for divisions.	Knowledge of: (1) Ohio Revised Code Chapters 124, 4117 & Ohio Administrative Code, Chapter 123*; (2) government structure & process*; (3) contract & employment law; (4) labor relations; (5) agency policies & procedures*; (6) collective bargaining law; (7) human resource management. Skill in: (8) use of personal computer & related hardware/software (e.g., MS Word, Excel, PeopleSoft*). Ability to: (9) manage senior level staff; (10) evaluate multiple variables & determine specific course of action; (11) interact with high level public officials (Governor, legislators, other agency directors & deputies); (12) effectively communicate ideas to diverse groups; (13) formulate & implement policies & procedures.	
	35	Responsible for developing leadership within assigned divisions; develops & implements strategic planning for assigned areas; works with appropriate staff to resolve issues and improve the efficient delivery of assigned services; conducts &/or directs research to analyze and evaluate alternative methods for process improvement.	Knowledge of: 1*, 2*, 3, 4, 5*, 6, 7. Skill in: 8. Ability to: 9, 10, 11, 12, 13.	
		Position is in unclassified service per Section 124.11 (A)(9) of Ohio Revised Code and is overtime exempt.	*developed after employment	
	List Position Numbers & Job Titles of Positions Directly Supervised: Deputy Director 6: 20005812; 20006543 HCM Adm. 2: 20005412		SIGNATURE OF AGENCY REPRESENTATIVE 	DATE