

<b>POSITION DESCRIPTION</b>		AGENCY/DEPT ID Department of Administrative Services DAS301850
DIVISION OR INSTITUTION Human Resources	UNIT OR OFFICE Organizational Development OHMS & Test Administration	COUNTY OF EMPLOYMENT Franklin

POSITION NUMBER 20005907  JOB TITLE Human Capital Management Manager	<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 HCM Manager		POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR 20005834 HCM Administrator 2	
	<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  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
45	On behalf of the Department of Administrative Services (DAS) Human Resources Division, serves as agency manager for formulating & responsibly directing the Ohio Hiring Management System (OHMS), administers statewide agency OHMS program & insures compliance with program quantitative & qualitative requirements; monitors & oversees human resources analysts involved in recruitment infrastructure support activities; coordinates utilization of OHMS application process to include storing & reporting applicant data, agency security & support for developing & posting proficiency tools, reporting & general use of system statewide; identifies, researches & reports potential & actual efficiency gains; develops & implements management tools to gauge effectiveness of program utilization & areas for improvement; provides training to end users & serves as liaison to assist agencies in utilization capabilities; meets with statewide agency representatives to identify recruitment infrastructure needs & makes recommendations to manager; establishes goals & timelines & develops budget for projects; conducts staff meetings to discuss & execute OHMS administration policies & procedures; formulates, implements & recommends program (i.e., OHMS) policies & procedures subject to review of manager.	Knowledge of: (1) Ohio Hiring Management Systems*; (2) employee training & development; (3) supervisory principles & techniques (4) public relations; (5) agency policies & procedures*; (6) government structure & process*; (7) interviewing techniques; (8) state & federal laws, rules & regulations relating to hiring & recruitment (e.g. OAC 123, EEO/ADA)*. Skill in: (9) operation of personal computer & related hardware/software (e.g., Microsoft Word). Ability to: (10) calculate fractions, decimals & percentages; (11) prepare & deliver speeches before specialized audiences & general public; (12) handle sensitive inquiries form & contacts with officials & general public; (13) resolve complaints from angry citizens & government officials.  *developed after employment

JOB CODE 64615	List Position Numbers & Job Titles of Positions Directly Supervised: HCM Associate 20005911; HCM Analyst 20005871; 20005899; 20005906; 20005910; HCM Senior Analyst 20005886	SIGNATURE OF AGENCY REPRESENTATIVE 	DATE 3-30-10
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<b>POSITION DESCRIPTION</b>		AGENCY/DEPT ID Department of Administrative Services DAS301850
DIVISION OR INSTITUTION Human Resources	UNIT OR OFFICE Organizational Development Classification & Compensation	COUNTY OF EMPLOYMENT Franklin

POSITION NUMBER 2005907           JOB TITLE Human Capital Management Manager           JOB CODE 64615 Appd 3/30/10 BMO	<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 HCM Manager		POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR 20005834 HCM Administrator 2	
	<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  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	
	25	On behalf of the Department of Administrative Services (DAS) Human Resources Division, serves as agency manager for formulating & responsibly directing statewide test administration: administers statewide agency test administration program & insures compliance with program requirements; monitors & oversees human resources analysts involved in test administration activities; coordinates reporting test administration data, security tools, & general use of system statewide; identifies, researches, develops & implements management tools to gauge effectiveness of program utilization & areas for improvement; provides training to end users & serves as liaison to assist agencies in utilization capabilities; meets with statewide agency representatives to identify needs & makes recommendations to manager; establishes goals & timelines & develops budget for projects; conducts staff meetings to discuss & execute test administration policies & procedures; formulates, implements & recommends program (i.e., Test Administration) policies & procedures subject to review of manager.	Knowledge of: 1, 2, 3, 4, 5*, 6*, 8*. Skill in: 9, 10. Ability to: 11, 12, 13.	
	30	Provides technical assistance & advice on OHMS & test administration to employees, personnel & human resources representatives & officials of state agencies & other divisions within the department; attends a variety of meetings; speaks for manager on programmatic issues & concerns; monitors & oversees preparation of survey reports; oversees maintenance of various hardcopy & computerized files (e.g., posting of vacancies of OHMS; sets up computer link ups & subscriptions to recruitment Web sites) for testing and OHMS; provides information on programs & policies to private organizations, officials & general public; monitors statewide employment trends to assist agencies in hiring processes.	Knowledge of: 4, 6*, 8*. Ability to: 10, 11, 12, 13, 14, 15.	
			*developed after employment	
	List Position Numbers & Job Titles of Positions Directly Supervised: HCM Associate 20005911; HCM Analyst 20005871; 20005899; 20005906; 20005910; HCM Senior Analyst 20005886		SIGNATURE OF AGENCY REPRESENTATIVE 	DATE 3/30/10