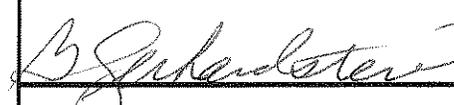


| | | |
|--|--|--|
| POSITION DESCRIPTION | | AGENCY/DEPT ID Department of Administrative Services DAS301805 |
| DIVISION OR INSTITUTION Human Resources | UNIT OR OFFICE Workforce Administration | COUNTY OF EMPLOYMENT Franklin |

| | | | | |
|--|---|--|--|------------------------------------|
| POSITION NUMBER 2005907 JOB TITLE Human Capital Management Manager JOB CODE 64615 | <input type="checkbox"/> Reclassification <input type="checkbox"/> New Position <input checked="" 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 6/11/10 |