

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 20005907	<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

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
35	Serves on behalf of the Department of Administrative Services Human Resources Division as the statewide manager of the Hiring Management program (e.g., Ohio Hiring Management System (OHMS), orientation and on-boarding); conveys statewide objectives in accordance with the Office of Workforce Administration's (WFA) strategic plan; coordinates activities of the section & supervises staff, as assigned (e.g. provides developmental opportunities, coaches staff to foster development, job satisfaction, assigns work, evaluates performance, recommends discipline if necessary, provide feedback & approves time off); reviews & approves goals & objectives proposed by staff; meets with staff to discuss/evaluate project priorities & progress towards short & long term goals; utilizes quality principles & initiatives as part of routine operations; determines application of civil service laws, rules & procedures & collective bargaining contracts; develops & implements policies for the program; coordinates utilization of OHMS candidate 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; develops and implements orientation program for statewide use at the agency level and provides direction/guidance to agencies on on-boarding employees (e.g., monitors statewide employment trends to assist agencies in hiring processes); utilizes project management skills to manage complicated projects involving staff outside of section.	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 Analyst 20005871; 20005899; HCM Senior Analyst 20005886	SIGNATURE OF AGENCY REPRESENTATIVE 	DATE 6-25-13
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