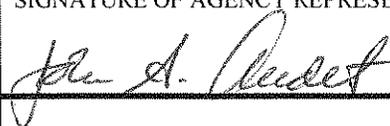


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|--|--|
| <h1 style="margin: 0;">POSITION DESCRIPTION</h1> <p style="text-align: center; margin: 10px 0;">OHIO DEPARTMENT OF ADMINISTRATIVE SERVICES</p> | AGENCY<br>Department of Administrative Services                          |
|  | DIVISION OR INSTITUTION<br>Human Resources                               |
|  | UNIT OR OFFICE<br>Classification & Compensation / Selection Support Unit |

|  |  |  |  |             |
|--|--|--|--|-------------|
| POSITION NUMBER<br>20005907 (24600.0)                                      | <input checked="" type="checkbox"/> State Agency <input type="checkbox"/> County Agency <input type="checkbox"/> New Position <input checked="" type="checkbox"/> Change |  | County of Employment<br>Franklin   |             |
|  | USUAL WORKING TITLE OF POSITION<br>Selection Support Manager   |  | POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR<br>20005834 (22300.0) Human Resources Manager 4   |             |
|  | NORMAL WORKING HOURS (Explain unusual or rotating shift)<br>8:00 a.m. - 5:00 p.m.  |  |  | Page 1 of 1 |
|  | <b>JOB DESCRIPTION AND WORKER CHARACTERISTICS</b>  |  |  |             |
|  | %  | Job Duties in Order of Importance  | Minimum Acceptable Characteristics   |             |
|  | 60   | Serves as agency manager for unit; formulates & responsibly directs implementation of Ohio Hiring Management System (OHMS) & work-force analysis; 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 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. |             |
|  | 25   | 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); provides information on programs & policies to private organizations, officials & general public; monitors statewide employment trends to assist agencies in hiring processes.  | Knowledge of: 1, 2, 3, 4, 5*, 6*, 8*. Skill in: 9. Ability to: 11, 12, 13.   |             |
|  | 15   | Provides technical assistance & advice 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<br><br>Position is overtime exempt   | Knowledge of: 4, 6, 8. Ability to: 10, 11, 12, 13, 14, 15.<br><br>*Developed after employment  |             |
| JOB CODE TITLE<br>Management Analyst Supervisor 2<br><br>JOB CODE<br>63216 | List Position Numbers & Titles of Positions Directly Supervised:<br>20005910 HR Analyst 2  |  | SIGNATURE OF AGENCY REPRESENTATIVE<br>   |             |
|  |  |  | DATE<br>6/30/2008  |             |

ARD 7-16-08