

POSITION DESCRIPTION		AGENCY/DEPT ID Department of Administrative Services DAS301000
DIVISION OR INSTITUTION Human Resources Division	UNIT OR OFFICE State HR Operations	COUNTY OF EMPLOYMENT Franklin

POSITION NUMBER 20005912 JOB CODE TITLE Human Capital Management Manager JOB CODE 64615 829,14 OC	<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 Agency HR Support Manager		POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR SEE TABLE OF ORGANIZATION	
	<input checked="" type="checkbox"/> Permanent <input type="checkbox"/> Temporary <input type="checkbox"/> Intermittent	<input checked="" type="checkbox"/> Classified <input type="checkbox"/> Unclassified <input type="checkbox"/> Essential	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		
60	Serves as agency manager for all human resource related processing activities of State HR Operations unit, plans, directs & determines application of civil service laws, rules, policies & procedures & collective bargaining contract provisions following standardized legal interpretations & supervises lower-level human capital management analysts: assigns & reviews work; completes employee performance evaluation forms; recommends or authorizes leave & recommends or initiate disciplinary action; evaluates & counsels staff; determines work priorities; administers development of lists (e.g. open competitive, reinstatement/reemployment), approval/denial of personnel actions (e.g. appointments, changes, etc.) & certification of applications to departments of state & county agencies; participates in policy development; plans develops & implements procedures for all HR related processes in State HR Operations unit (e.g., certification, layoff, prior service credit, return to work & personnel actions); enforces policies & procedures; exercise administrative approval/disapproval over appointments made in face of existing lists & pending personnel actions.	Knowledge of: (1) management; (2) supervisory principles & techniques; (3) employee training & development; (4) civil service laws, rules, & procedures specified in Ohio revised Code, Ohio Administrative Code & collective bargaining agreements*; (5) certification rules, principles & procedures*; (6) departmental & divisional rules & procedures governing processing of paper-work & workflow*; (7) interviewing; (8) human resources. Skill in: (9) operation of personal computer & associated hardware/software (e.g. MS Office, PeopleSoft); Ability to: (10) draft & recommend certification & personnel action policies & guidelines; (11) use proper research methods to collect data pertinent to certification & personnel action matters under review; (12) comprehend technical documentation.		
		*developed after employment		
List Position Numbers & Job Titles of Positions Directly Supervised: SEE TABLE OF ORGANIZATION		SIGNATURE OF AGENCY REPRESENTATIVE 	DATE 8/29/14	

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	JOB DESCRIPTION AND WORKER CHARACTERISTICS			
	%	Job Duties in Order of Importance	Knowledge, Skills & Abilities	
	25	Provides technical expertise/advice & acts as liaison for HR related processes for State HR Operations unit: works in collaboration with other Human Capital Management (HCM) personnel to coordinate the efficient & effective processing of HR processes (e.g., HCM Benefits, HR & Payroll Time & Labor); meets with & assists other unit/section personnel within division, other administrative personnel & representatives from agencies with matters relating to civil service testing, certification, & hiring practices; responds to inquiries & requests from applicants & general public & answers questions & resolves problems; provides training & makes presentations to agency personnel & special interest groups; provides expert testimony; attends meetings to obtain &/or provide information & represents unit relative to certification & personnel issues.	Knowledge of: 1, 3, 4*, 5*, 6*, (13) public relations; (14) administrative/adjudicative hearing process*. Skill in: 9. Ability to: 11, 12, (15) handle routine & sensitive inquiries, complaints, & contact with administrative personnel & representatives from state & county agencies; (16) apply laws, rules, policies, &/or procedures applicable to inquiries & request received involving variety of variables; (17) apply principles to determine appropriate action for resolution; (18) assess questions & provide appropriate information.	
	15	Performs other related duties as requested: monthly reports; attends &/or conducts meetings; travels to attend meetings & conferences; maintains records & files; develops & delivers presentations to assist agency users.	Knowledge of: 4*, 5*, 6*, 8. Skill in: 9. Ability to: 9, 10, 11, 16, (19) develop complex papers on certification & state services matters.	
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