100-000U

POSITION DESCRIPTION

AGENCY/DEPT ID
Department of Administrative Services
DAS302245

DIVISION OR INSTITUTION	UNIT OR OFFICE	COUNTY OF EMPLOYMENT
Human Resources Division	State HR Operations	Franklin

POSITION NUMBER 20005912

☐ Reclassification ☐ New Position ☒ Update

Position Hyperlinked to ☐ Agency Organizational Tree

USUAL WORKING TITLE OF POSITION	POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR
Agency HR Support Manager	20005817 Human Capital Management Administrator 1

☒ Permanent ☐ Temporary ☐ Intermittent	☒ Classified ☐ Unclassified ☐ Essential	Overtime: ☐ Eligible ☒ 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 CODE TITLE: Human Capital Management Manager

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 paperwork & 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

JOB CODE 64615

Appd 6/13/10 BAD

List Position Numbers & Job Titles of Positions Directly Supervised:
Human Capital Management Senior Analyst: -20005891
Human Capital Management Analyst: -20005887;-20005888; 20005889
20005890; 20005892; 20005913; 20005918.

SIGNATURE OF AGENCY REPRESENTATIVE: [signature]

DATE: 6/10/10

100-000U

POSITION DESCRIPTION

AGENCY/DEPT ID
Department of Administrative Services
DAS302245

DIVISION OR INSTITUTION	UNIT OR OFFICE	COUNTY OF EMPLOYMENT
Human Resources Division	State HR Operations	Franklin

POSITION NUMBER 20005912

JOB CODE TITLE Human Capital Management Manager

JOB CODE 64615

Appeal 6/13/10 BMS

☒ Reclassification ☐ New Position ☒ Update

Position Hyperlinked to ☐ Agency Organizational Tree

USUAL WORKING TITLE OF POSITION	POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR
Agency HR Support Manager	20005817 Human Capital Management Administrator 1

☒ Permanent ☐ Temporary ☐ Intermittent	☒ Classified ☐ Unclassified ☐ Essential	Overtime: ☐ Eligible ☒ 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	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. *developed after employment

List Position Numbers & Job Titles of Positions Directly Supervised:	SIGNATURE OF AGENCY REPRESENTATIVE	DATE
Human Capital Management Senior Analyst: -20005891 Human Capital Management Analyst: -20005887;-20005888; 20005889 20005890; 20005892; 20005913; 20005918.	B Sehandstein	6/11/10