

POSITION DESCRIPTION		AGENCY/DEPT ID Department of Administrative Services DAS301000
DIVISION OR INSTITUTION Human Resources Division	UNIT OR OFFICE Office of Talent Management	COUNTY OF EMPLOYMENT Franklin

POSITION NUMBER 20005917	<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		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	Overtime: <input type="checkbox"/> Eligible <input checked="" type="checkbox"/> Exempt If FLSA Exempt, exemption type:

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
40	<p>Serves on behalf of the Department of Administrative Services (DAS) Human Resources Division (HRD) as the statewide manager of Performance Management, including ePerformance & succession planning within the Office of Talent Management (OTM); (NOTE: ePerformance is a module within the Ohio Administrative Knowledge System (OAKS), a modified version of PeopleSoft); conveys statewide objectives in accordance with the OTM strategic plan & roadmap; develops & implements enterprise policies for the program; coordinates with staff to discuss/evaluate project priorities & progress towards short & long term goals; coaches staff to foster development, job satisfaction, contributes to performance evaluations, provides on-going feedback; utilizes quality principles & initiatives as part of routine operations; determines application of civil service laws, rules & procedures & collective bargaining contracts; utilizes OAKS to analyze HCM data; identifies trends, produces related reports; prepares & presents data analysis & reports to various levels of management including senior leadership; identifies, researches & reports potential & actual efficiency gains; develops & implements management tools to gauge effectiveness of program utilization & areas for improvement; develops & implements all aspects of project management associated with program evolution (e.g., creates & manages timelines, assures milestones are met timely; provides resource/support reports; identifies and executes communication plan opportunities, completes risk assessment matrix, quality plan, etc.). Coordinates utilization of ePerformance to include agency role-security & support for developing & monitoring employee performance (e.g., provides tools, reports) & oversees general use of ePerformance statewide; provides training to end users & serves as liaison to assist agencies in utilization capabilities; develops & implements succession planning program and provides direction/guidance to agencies through workforce planning; provides direction/guidance to agencies on BI standard reports (e.g., facilitates changes or creating new reports); monitors statewide performance management trends to assist agencies with strategies and/or provides tool/templates to improve processes and improve/sustain employee performance to ensure state agencies goals are effectively & efficiently met in support of services provided to the citizens of the State of Ohio.</p>	<p>Knowledge of: (1) management; (2) labor relations; (3) workforce planning; (4) supervision; (5) public relations; (6) human relations; (7) Ohio Civil service laws & rules (e.g., Ohio revised Code, Ohio Administrative Code)*; (8) human resources. Skill in: (9) personal computer & related software (e.g., Word, Excel, Access, PowerPoint, PeopleSoft*); Ability to: (10) define problems, collect data, establish facts & draw valid conclusions; (11) use research methods in gathering data; (12) use statistical analysis; (13) prepare & deliver speeches to specialized audiences; (14) gather, collate & classify information about data, people or things; (15) handle sensitive inquiries from general public & outside agencies & departments; (16) comprehend technical documentation; (17) project management.</p>

JOB TITLE
Human Capital Management Manager

JOB CODE
64615 *Conrad 8.4.14*

List Position Numbers & Job Titles of Positions Directly Supervised:	SIGNATURE OF AGENCY REPRESENTATIVE 	DATE 8-4-14
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Reclassification New Position Update Position Hyperlinked to Agency Organizational Tree

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See Table of Organization

Permanent Classified Overtime: Eligible Exempt Bargaining Unit 22
 Temporary Unclassified If FLSA Exempt, exemption type: Page 2 of 2
 Intermittent

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JOB DESCRIPTION AND WORKER CHARACTERISTICS

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40	Develops effective measurements of program success; advises management concerning policies & practices & their potential effects on organizational/enterprise effectiveness & efficiency; regularly reviews & recommends updates to program policies & procedures for approval; manages release & updates to advisor tools; develops a review schedule, conducts focus groups &/or conducts research to stay abreast of current & sound professional practices; identifies business needs & facilitates organizational changes via agency networks.	Knowledge of: 1, 2, 5, 6, 7*8 Skill in: 9 Ability to: 10, 11, 12, 13, 14, 15, 16, 17
20	Manages special projects; provides ad hoc technical assistance to agency human resources peers/partners & officials of state agencies & other divisions within the department; performs related administrative duties: supervises maintenance of records related to program activities; operates personal computer to type, log, enter, access &/or generate correspondence &/or various reports; operates office equipment; responds to inquiries from agency personnel, employees & general public via telephone, in-writing by email, &/or in-person at meetings, conferences, &/or one-on-one sessions.	Knowledge of: 1, 2, 5, 6, 7*8 Skill in: 9 Ability to: 10, 11, 12, 13, 14, 15, 16, 17

List Position Numbers & Job Titles of Positions Directly Supervised:

SIGNATURE OF AGENCY REPRESENTATIVE

DATE



8-4-11