

POSITION DESCRIPTION		AGENCY/DEPT ID Administrative Services DAS301805
DIVISION OR INSTITUTION Human Resources	UNIT OR OFFICE Office of Talent Management	COUNTY OF EMPLOYMENT Franklin

POSITION NUMBER 20005917 JOB TITLE Human Capital Management Manager JOB CODE 64615 <i>Copy 9.18.13 AC</i>	<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 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:	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		
40	Serves on behalf of the Department of Administrative Services (DAS) Human Resources Division (HRD) as the statewide manager of Performance Management, including ePerformance, gap analysis and succession planning; conveys statewide objectives in accordance with the Office of Talent Management strategic plan (NOTE: ePerformance is a module within the Ohio Administrative Knowledge System (OAKS), a modified version of PeopleSoft) and Ohio Revised Code (ORC) 124.15 and Ohio Administrative Code (OAC) 123:1-29-01 to 123:1-29-03; researches & recommends direction and/or alternatives to support enterprise-level business needs; leverages employee performance to ensure state agencies goals are effectively and efficiently met in support of services provided to the citizens of the State of Ohio; develops & implements all aspects of project management associated with program evolution (e.g., creates and manages timelines, assures milestones are met timely; provides resource/support reports; identifies and executes communication plan opportunities, completes risk assessment matrix, quality plan, etc.); develops effective measurements of program success; serves as consultant to agencies designing & refining processes & procedures; advises management concerning policies & practices & their potential effects on organizational effectiveness & efficiency; regularly reviews and recommends updates to program policies and procedures for approval; manages release and updates to advisor tools (e.g., statewide competency bank, rating scales, behavioral anchors, development tips, standardized goals & objectives, result writer, language checker); 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) 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 inquires from general public & outside agencies & departments, (16) comprehend technical documentation. (17) project management *developed after employment		
List Position Numbers & Job Titles of Positions Directly Supervised: See Table of Organization		SIGNATURE OF AGENCY REPRESENTATIVE <i>Myra Sam</i>	DATE 9-18-13	

