

POSITION DESCRIPTION

AGENCY/DEPT ID
Administrative Services
DAS301805

DIVISION OR INSTITUTION
Human Resources

UNIT OR OFFICE
Workforce Administration

COUNTY OF EMPLOYMENT
Franklin

POSITION NUMBER
20005917

Reclassification New Position Update Position Hyperlinked to Agency Organizational Tree

USUAL WORKING TITLE OF POSITION: HCM Manager POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR: 20005834 HCM Administrator 2

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

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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	Leverages professionally sound statistical methods & applications to identify and evaluate enterprise trends (e.g., performance ratings, template usage, step-denial, competency application, etc.); communicates with agencies to calibrate ratings; recommends need for standard/ad hoc reports for statewide or agency use in Business Intelligence (BI) Performance Mart (e.g., uses computer to enter, access or retrieve data, use relational database software, uses spreadsheet software, uses desktop publishing software). Writes and delivers reports on research findings & implications to suggest potential changes in organizational functioning; aligns resources with long-term enterprise objectives; analyzes data to identify enterprise talent gaps; identifies core competencies and technical competency requirements; determines talents needed and assists agencies with succession planning needs; identifies pools of talent and communicates with agencies and other program areas in WFA collaboratively..	Knowledge of: 1, 2, 3, 4, 5, 6, 7*, 8. Skill in: 9. Ability to: 10, 11, 12, 13, 14, 15, 16, 17
20	Performs related administrative duties: oversees maintenance of records related to section activities; operates office equipment (e.g., scanner, photocopier, shredder); responds in professional & customer-focused manner when answering telephone &/or responding to inquiries from agency personnel, employees & general public via telephone, in-writing by email, and/or in-person at meetings, conferences, and/or one-on-one sessions.	Knowledge of: 4,7*. Skill in: 9. Ability to: 14, 15. *developed after employment

JOB TITLE
Human Capital Management Manager

JOB CODE
64615 Appd. 3.8.13 AALC

H List Position Numbers & Job Titles of Positions Directly Supervised:

20005906 HCM Sr. Analyst

SIGNATURE OF AGENCY REPRESENTATIVE

[Handwritten Signature]

DATE

3-8-13