100-000R

POSITION DESCRIPTION

AGENCY/DEPT ID
Department of Administrative Services
DAS301000

DIVISION OR INSTITUTION	UNIT OR OFFICE	COUNTY OF EMPLOYMENT
Human Resources	Learning & Professional Development	Franklin

POSITION NUMBER 20005924

JOB TITLE Human Capital Management Administrator 1

JOB CODE 64616 Appd 1.16.15

☒ Reclassification ☐ New Position ☐ Update

Position Hyperlinked to ☐ Agency Organizational Tree

USUAL WORKING TITLE OF POSITION	POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR
Training Administrator	See Table of Organization

☒ Permanent ☐ Temporary ☐ Intermittent	☒ Classified ☐ Unclassified	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 DESCRIPTION AND WORKER CHARACTERISTICS

%	Job Duties in Order of Importance	Knowledge, Skills & Abilities
55	Acts for & on behalf of the Assistant Deputy Director in the Human Resource Division (HRD), Office of Talent Management (OTM) & assumes functional responsibility for program area(s) assigned (i.e., Learning & Professional Development); directs design, implementation & delivery of the statewide training program; formulates & implements policies & procedures for statewide training program standards/models; assesses qualitative & quantitative effectiveness of programs (e.g., ensures that training program managers measure impact of educational programs on individuals, agencies, state government & citizens of Ohio); communicates with senior leadership and executive staff to identify a variety of problems & recommends solutions as they link to management objectives & managing talent for the State of Ohio; develops section's short & long-term goals & objectives to include identification of action steps & timeline: directs development of work procedures & manuals; reports outcomes achieved to HRD Assistant & Deputy Directors; collaborates to ensure successful implementation of OTM services, support & solutions.	Knowledge of (1) management; (2) labor relations involving formal bargaining & negotiation with organized labor or management, labor conflict resolution; (3) workforce planning involving analysis of present staffing requirements & determination of projected staffing patterns to best utilize available human resources; (4) human resource development; (5) supervision principles; (6) human relations; (7) agency & division policies & procedures*; Chapter 123 of Administrative Code, & other federal & state statutes. Skill in (8) operation of personal computer & use of office system software (e.g., Word, Excel, Access, Publisher, Internet). Ability to (9) deal with many variables & determine specific action; (10) calculate fractions, decimals & percentages; (11) interview job applicants effectively; (12) prepare meaningful, concise & accurate reports; (13) proofread technical materials, recognize errors & make corrections; (14) use of proper research methods in gathering data; (15) develop complex reports & position papers; (16) gather, collate & classify information about data, people or things; (17) establish friendly atmosphere as supervisor of work unit. *developed after employment

List Position Numbers & Job Titles of Positions Directly Supervised:	SIGNATURE OF AGENCY REPRESENTATIVE	DATE
See Table of Organization	[signature]	1/6/15

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Training Administrator	See Table of Organization

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NORMAL WORKING HOURS (Explain unusual or rotating shift):
FROM: 8:00 a.m. TO: 5:00 p.m.

JOB TITLE Human Capital Management Administrator 1

JOB CODE 64616 Approved 1.16.15 AC

JOB DESCRIPTION AND WORKER CHARACTERISTICS

%	Job Duties in Order of Importance	Knowledge, Skills & Abilities
20	Develops & monitors section budget; determines funding & staffing required for effective administration of programs; proposes & justifies new staff & budget requests;	Knowledge of : 3, 4 Skill in:8 Ability to: 9, 10, 12, 14, 15, 16.
25	Supervises assigned staff (i.e., assigns & reviews work, evaluates recommends/initiates disciplinary action, recommends leave) & ensures on-going training to keep employees abreast of professional practice changes and changes to state & federal laws, rules and regulations; advises training staff & ensures program compliance with state & federal law, administrative procedures, department & division policies, Office of Budget & Management rules, & labor agreements affecting educational programs.	Knowledge of : 1, 2, 3, 4, 5, 7 Skill in:8 Ability to: 9, 11, 12, 13,14, 15, 16, 17. *developed after employment

List Position Numbers & Job Titles of Positions Directly Supervised:	SIGNATURE OF AGENCY REPRESENTATIVE	DATE
See Table of Organization	Kathleen M. Mulstead	1/16/15