

<b>POSITION DESCRIPTION</b>		AGENCY/DEPT ID Administrative Services DAS301000
DIVISION OR INSTITUTION Human Resources	UNIT OR OFFICE Learning & Professional Development	COUNTY OF EMPLOYMENT Franklin

POSITION NUMBER 20005936  JOB TITLE Human Capital Management Manager  JOB CODE 64615 <i>Appd AWO 9.15.14</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 am    TO: 5:00 pm			
	<b>JOB DESCRIPTION AND WORKER CHARACTERISTICS</b>			
	%	Job Duties in Order of Importance	Knowledge, Skills & Abilities	
	45	Independently develops & implements policies & procedures as the Human Capital Management (HCM) & Agency Human Resources (HR) Support outreach coordinator for the Office of Talent Management (OTM), Office of Learning & Professional Development (OLPD); serves as a liaison to agencies; conveys statewide objectives & improves agency operations; recommends alternatives to meet HCM &/or agency business needs; serves as a consultant to agencies designing & refining processes & procedures; coordinates with other HCM Managers (e.g., Payroll Support, Benefits Support, Agency HR Support) to develop cross-training succession plans; may act for or on behalf of other HCM Managers; provides assistance with day to day unit activities; coordinates special projects &/or cross-sectional assignments; acts as HCM Change Management Specialist; reviews internal business processes, technology & structure; offers recommendations to increase efficiency & effectiveness of HCM Operations; coordinates change initiatives to align with Department of Administrative Services (DAS) vision & mission; develops & implements change management plans with input from HCM Support Units & customer agencies to achieve optimal adoption & utilization (e.g., communication strategy, implementation timeline, readiness tasks, etc.); develops corrective action plans to address resistance &/or performance gaps; independently develops, implements & administers statewide Human Capital Management training program; formulates & implements applicable policies & procedures (i.e., develops HCM training curriculum to include baseline training for all end-users, mid-level training for module specific users & advanced training for cross module transactions, etc.); serves as liaison to agency designees & HCM Support Units to identify training needs & convey statewide HCM training objectives; develops & implements all aspects of project management associated with the statewide HCM training program (i.e., identifies timelines & available resources); leads working groups of Subject Matter Experts (SME) to ensure validity of training content; organizes agency focus groups & utilizes focus group suggestions to revise training delivery or materials; develops effective measurements of program success (e.g., training attendance rates, reduction in agency errors, etc.); designs, edits, reviews & revises statewide HCM training documentation (e.g., User guides/manuals; HCM internal desk references, job aids, etc.); coordinates printing of HCM training materials; posts materials to DAS, Human Resources Division (HRD) website &/or myOhio.gov portal; identifies trainers & provides train-the-trainer sessions; coordinates statewide HCM training plan (e.g., identifies & schedules facilities, trainers, participant registration, etc.).	<b>Knowledge of</b> (1) human resources; (2) public relations; (3) project/program management; (4) agency policies & procedures*; (5) government structure & process*; (6) PeopleSoft Human Capital Management Module; (7) research & analysis techniques; (8) training & organizational development; (9) adult learning techniques & styles; (10) curriculum design; <b>Skill in:</b> (11) operation of personal computer & related hardware/software (e.g., MS Word, Excel, PowerPoint); (12) PeopleSoft - Ohio Administrative Knowledge System (OAKS*); <b>Ability to:</b> (13) formulate & work through project plans; (14) work well with agency liaisons, vendors, customer feedback; (15) define problems, collect data, establish facts; draw valid conclusions & initiate solutions; (16) implement program areas; (17) prepare & deliver presentations/speeches to diverse audiences; (18) use of proper research methods.  *developed after employment	
	List Position Numbers & Job Titles of Positions Directly Supervised:  See Table of Organization		SIGNATURE OF AGENCY REPRESENTATIVE 	DATE 9/15/14

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	%	Job Duties in Order of Importance	Knowledge, Skills & Abilities	
	45	Supervises lower-level staff (e.g., approves/disapproves leave, initiates discipline; interviews applicants & recommends staff for hire; completes performance evaluations; monitors completed work of staff to ensure accuracy & consistency with established DAS policies, procedures & guidelines); acts as a liaison between administrator & staff (transmits decisions & directives; monitors work progress on time sensitive & special projects) responds to programmatic issues and needs; formulates & coordinates implementation of policies & procedures; assesses the effectiveness of programs & makes recommendations for improvements; ensures compliance with applicable laws, rules & collective bargaining agreements, research & develop reports.	Knowledge of: 1, 2, 3, 4*, 5*, 6, 7, (19) Supervision techniques & principles; (20) management; Skill in: 10, 11. Ability to: 12, 13, 14, 15, 16	
	10	Performs other duties as assigned: represents administrator at meetings & assumes responsibility in administrator's absence; performs other duties related OLPD as assigned.	Knowledge of: 1, 2, 3, 4*, 5*, 6, 7, 19, 20 Skill in: 10, 11. Ability to: 12, 13, 14, 15, 16  *developed after employment	
	List Position Numbers & Job Titles of Positions Directly Supervised:  See Table of Organization		SIGNATURE OF AGENCY REPRESENTATIVE <i>Kevin M. Willstead</i>	DATE <i>9/15/14</i>