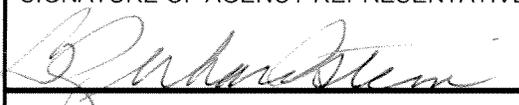
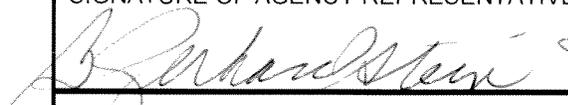


POSITION DESCRIPTION		AGENCY/DEPT ID Administrative Services DAS302220
DIVISION OR INSTITUTION Human Resources	UNIT OR OFFICE HCM & Agency HR Support	COUNTY OF EMPLOYMENT Franklin

POSITION NUMBER 20005936 JOB TITLE Human Capital Management Manager JOB CODE 64615	<input checked="" type="checkbox"/> Reclassification <input type="checkbox"/> New Position <input 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 20005849 HCM Administrator 1	
	<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			
	JOB DESCRIPTION AND WORKER CHARACTERISTICS			
	%	Job Duties in Order of Importance	Knowledge, Skills & Abilities	
	35	Independently develops & implements policies & procedures as the Human Capital Management (HCM) & Agency Human Resources (HR) Support outreach coordinator: 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.	Knowledge of (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. Skill in: (8) operation of personal computer & related hardware/software (e.g., MS Word, Excel, PowerPoint); (9) PeopleSoft - Ohio Administrative Knowledge System (OAKS*). Ability to: (10) formulate & work through project plans; (11) work well with agency liaisons, vendors, customer feedback; (12) define problems, collect data, establish facts; draw valid conclusions & initiate solutions; (13) implement program areas; (14) prepare & deliver presentations/speeches to diverse audiences; (15) use of proper research methods.	
			*developed after employment	
	List Position Numbers & Job Titles of Positions Directly Supervised:		SIGNATURE OF AGENCY REPRESENTATIVE 	DATE 2/21/12

POSITION DESCRIPTION		AGENCY/DEPT ID Administrative Services DAS302220
DIVISION OR INSTITUTION Human Resources	UNIT OR OFFICE HCM & Agency HR Support	COUNTY OF EMPLOYMENT Franklin

POSITION NUMBER 20005936 JOB TITLE Human Capital Management Manager JOB CODE 64615	<input checked="" type="checkbox"/> Reclassification <input type="checkbox"/> New Position <input 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 20005849 HCM Administrator 1	
	<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 2 of 2
	NORMAL WORKING HOURS (Explain unusual or rotating shift): FROM: 8 am TO: 5:00 pm			
	JOB DESCRIPTION AND WORKER CHARACTERISTICS			
	%	Job Duties in Order of Importance	Knowledge, Skills & Abilities	
	35	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.).	Knowledge of: 1, 2, 3, 4*, 5*, 6, 7, (16) training & organizational development; (17) adult learning techniques & styles; (18) curriculum design; Skill in: 8, 9. Ability to: 10, 11, 12, 13, 14, 15.	
	20	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.).	Knowledge of: 1, 2, 3, 4*, 5*, 6, 7, 16, 17, 18. Skill in: 8, 9. Ability to: 10, 11, 12, 13, 14, 15, (19) prepare meaningful & accurate reports.	
	10	Prepares various reports (e.g., training updates, change management initiatives, etc.); receives training on initial & on-going basis in human resource, labor relations/collective bargaining, organizational design, adult learning techniques, EEO & other related topics to keep current of changes in policies, procedures & laws & their impact on assigned area; develops survey instruments; prepares reports, forms & correspondence; conducts interviews & participates in staff meetings & trainings as needed.	Knowledge of: 1, 2, 3, 4*, 5*, 6, 7, 16, 17, 18. Skill in: 8, 9. Ability to: 10, 11, 12, 13, 14, 15, 19. *developed after employment	
	List Position Numbers & Job Titles of Positions Directly Supervised:		SIGNATURE OF AGENCY REPRESENTATIVE 	DATE 8/21/12