

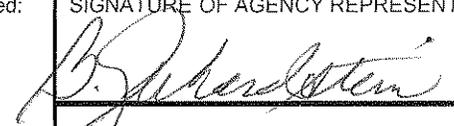
POSITION DESCRIPTION		AGENCY/DEPT ID Department of Administrative Services DAS302220
DIVISION OR INSTITUTION Human Resources Division	UNIT OR OFFICE HCM & Agency HR Support	COUNTY OF EMPLOYMENT Franklin

POSITION NUMBER 20005945 JOB CODE TITLE Human Capital Management Administrator 2 Appd 3/8/10 BMB JOB CODE 64617	<input checked="" 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 Human Capital Management Administrator		POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR 20005812 Deputy Director 6	
	<input checked="" type="checkbox"/> Permanent <input type="checkbox"/> Temporary <input type="checkbox"/> Intermittent	<input type="checkbox"/> Classified <input checked="" type="checkbox"/> Unclassified <input type="checkbox"/> Essential	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		
75	Plans, directs & coordinates all activities of the Department of Administrative Services (DAS), Human Resource Division (HRD), Human Capital Management (HCM) Support Center; administers programs (i.e., directs policy implementation & processing of statewide leave plans, vacation, sick & personal, health, dental & vision insurance, COBRA, customer service programs, payroll processing, time & labor, garnishments & human resource position management); supervises lower level managers (e.g., approves time & attendance; completes performance evaluations; sets goals; recommends hiring, promotion, demotion, dismissal, suspension or discipline; determines staffing levels); manages career development of team members; serves as liaison between DAS, Office of Collective Bargaining (OCB) & Ohio Administrative Knowledge System (OAKS) & collaborates with DAS, HRD business transformation manager to: resolve system functional errors, reviews & approves OAKS system change requests impacting HCM, develops long-range plans for functional operations & makes recommendations regarding OAKS hardware/software resources, approves PeopleSoft migrations & recommends changes as indicated, identifies & resolves most difficult & complex system & administrative problems, represents Deputy Director on matters pertaining to HRD/HCM OAKS (e.g., Enterprise Resource Planning Applications for State of Ohio change requests, user group meetings, labor union meetings, human resources roundtable, working relationships between agencies & other entities); responds to inquiries & complaints; provides leadership to HRD Deputy Director, state HR Administrators & HRD staff for strategic direction, development & management of OAKS modules; reviews & approves HCM support center's policies & procedures; advises deputy director concerning human resources policies & procedures that impact OAKS; collaborates & assists with business process reengineering for issues related to HCM.	Knowledge of: (1) human resources management; (2) supervision; (3) office practices & procedures; (4) public relations/ customer service techniques & practices; (5) state employee benefit, payroll, and human resources programs (e.g., payroll functions, human resources rules, all benefit laws & rules, collective bargaining contracts governing state employee benefits)*. Skill in: (6) operation of a personal computer & associated hardware & software (e.g., MS Word, Excel, PowerPoint, Enterprise Resource Planning Applications); Ability to: (7) gather relevant data to discuss nature of inquiry/complaint; (8) conduct necessary research/retrieval of data & provide appropriate response verbally &/or in writing; (9) prepare complex & sensitive correspondence in response to inquiries; (10) handle complex & sensitive inquiries from & contacts with state employees, state agencies, insurance carriers & third-party administrators & general public; (11) prepare meaningful, concise & accurate reports; (12) define problems, collect data, establish facts & draw valid conclusions; (13) establish friendly atmosphere as administrator of section; (14) prepare & deliver speeches before specialized audiences & general public.		
	Position is in unclassified service per Section 124.11 (A) (9) of Ohio Revised Code & is overtime exempt.	*developed after employment		
List Position Numbers & Job Titles of Positions Directly Supervised: 20005849 Human Capital Management Administrator I 20005817 Administrative Officer 3		SIGNATURE OF AGENCY REPRESENTATIVE 	DATE 3/8/10	

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DIVISION OR INSTITUTION Human Resources Division	UNIT OR OFFICE HCM & Agency HR Support	COUNTY OF EMPLOYMENT Franklin

POSITION NUMBER 20005945 JOB CODE TITLE Human Capital Management Administrator 2 BMD 3/8/10 App'd	<input checked="" 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 Human Capital Management Administrator	POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR 20005812 Deputy Director 6
	<input checked="" type="checkbox"/> Permanent <input type="checkbox"/> Classified Overtime: <input type="checkbox"/> Eligible <input checked="" type="checkbox"/> Exempt <input type="checkbox"/> Temporary <input checked="" type="checkbox"/> Unclassified <input type="checkbox"/> Intermittent <input type="checkbox"/> Essential If FLSA Exempt, exemption type:	Bargaining Unit Page 2 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
15	Coordinates all HCM OAKS activities for HRD; serves as OAKS advisor to HRD Deputy Director; develops processes to monitor, track & review proposed system changes that impact HRD policies & procedures; works with staff to document process flow for HCM operations; identifies policies & rules to be developed &/or revised; reviews proposed contracts to ensure functional capabilities exist; conducts research on sensitive, confidential & innovative issues; obtains internal & external customer input; develops position papers to include recommended alternative approaches to human resources management & collective bargaining issues impacting HCM; develops pertinent cost analysis & implements related policies; works with HRD Training unit to develop Statewide OAKS training programs.	Knowledge of: 1, 2, 4. Skill in: 6. Ability to: 7, 8, 9, 10, 11, 12.
10	Performs other related duties: conducts research; oversees special projects; prepares required administrative & confidential reports, forms & correspondence (e.g., policy statements, OAKS activity reports, agency personnel activity reports) related to human resources matters; attends meetings, seminars, & classes to keep current on changes in laws, rules & procedures affecting human resources; conducts staff meeting to apprise section managers of goals, expectations & time constraints.	Knowledge of: 1, 2, 3. Skill in: 6. Ability to: 7, 8, 9, 10, 11, 12, 13, 14.
Position is in unclassified service per Section 124.11 (A) (9) of Ohio Revised Code & is overtime exempt.		

List Position Numbers & Job Titles of Positions Directly Supervised: 20005849 Human Capital Management Administrator 1 20005817 Administrative Officer 3	SIGNATURE OF AGENCY REPRESENTATIVE 	DATE 3/13/10
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