

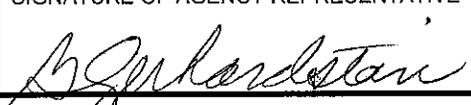
<b>POSITION DESCRIPTION</b>		AGENCY/DEPT ID Department of Administrative Services DAS302220
DIVISION OR INSTITUTION Human Resources Division	UNIT OR OFFICE HCM & Agency HR Support	COUNTY OF EMPLOYMENT Franklin

POSITION NUMBER 20005945	<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 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	<p>Plans, directs &amp; 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 &amp; processing of statewide leave plans, vacation, sick &amp; personal, health, dental &amp; vision insurance, COBRA, customer service programs, payroll processing, time &amp; labor, garnishments &amp; human resource position management); supervises lower level managers (e.g., approves time &amp; 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) &amp; Ohio Administrative Knowledge System (OAKS) &amp; collaborates with DAS, HRD Application &amp; Reporting manager to: resolve system functional errors, reviews &amp; approves OAKS system change requests impacting HCM, develops long-range plans for functional operations &amp; makes recommendations regarding OAKS software resources, approves PeopleSoft migrations &amp; recommends changes as indicated, identifies &amp; resolves most difficult &amp; complex system &amp; 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 &amp; other entities); responds to inquiries &amp; complaints; provides leadership to HRD Deputy Director, state HR Administrators &amp; HRD staff for strategic direction, development &amp; management of OAKS modules; reviews &amp; approves HCM support center's policies &amp; procedures; advises deputy director concerning human resources policies &amp; procedures that impact OAKS; collaborates &amp; assists with business process reengineering for issues related to HCM.</p> <p><b>Position is in unclassified service per Section 124.11 (A) (9) of Ohio Revised Code &amp; is overtime exempt.</b></p>	<p>Knowledge of: (1) human resources management; (2) supervision; (3) office practices &amp; procedures; (4) public relations/ customer service techniques &amp; practices; (5) state employee benefit, payroll, and human resources programs (e.g., payroll functions, human resources rules, all benefit laws &amp; rules, collective bargaining contracts governing state employee benefits)*; (6) customer service center operations; (7) continuous improvement processes; (8) state contracts &amp; procurement*.</p> <p>Skill in: (9) operation of a personal computer &amp; associated hardware &amp; software (e.g., MS Word, Excel, PowerPoint, Enterprise Resource Planning Applications);</p> <p>Ability to: (10) gather relevant data to discuss nature of inquiry/complaint; (11) conduct necessary research/retrieval of data &amp; provide appropriate response verbally &amp;/or in writing; (12) prepare complex &amp; sensitive correspondence in response to inquiries; (13) handle complex &amp; sensitive inquiries from &amp; contacts with state employees, state agencies, insurance carriers &amp; third-party administrators &amp;</p> <p>*developed after employment</p>

List Position Numbers & Job Titles of Positions Directly Supervised: 20005849 Human Capital Management Administrator 1 20005817 Project Manager 1	SIGNATURE OF AGENCY REPRESENTATIVE 	DATE 4/13/11
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<b>POSITION DESCRIPTION</b>		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  Appra 4/13/11 <i>EWK</i>  JOB CODE 64617	<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 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 2 of 2
	NORMAL WORKING HOURS (Explain unusual or rotating shift): FROM: 8:00 A.M. TO: 5:00 P.M.			
	<b>JOB DESCRIPTION AND WORKER CHARACTERISTICS</b>			
%	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.	general public; (14) prepare meaningful, concise & accurate reports; (15) define problems, collect data, establish facts & draw valid conclusions; (16) establish friendly atmosphere as administrator of section; (17) prepare & deliver speeches before specialized audiences & general public.  Knowledge of: 1, 2, 4. Skill in: 9. Ability to: 10, 11, 12, 13, 14, 15.		
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.  Position is in unclassified service per Section 124.11 (A) (9) of Ohio Revised Code & is overtime exempt.	Knowledge of: 1, 2, 3. Skill in: 9. Ability to: 10, 11, 12, 13, 14, 15, 16, 17.		
List Position Numbers & Job Titles of Positions Directly Supervised: 20005849 Human Capital Management Administrator 1 20005817 Project Manager 1		SIGNATURE OF AGENCY REPRESENTATIVE  	DATE 4/13/11	