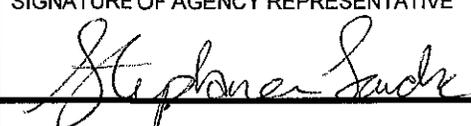


| | | |
|---|---|--|
| POSITION DESCRIPTION | | AGENCY/DEPT ID Department of Administrative Services DAS302220 |
| DIVISION OR INSTITUTION Human Resources Division | UNIT OR OFFICE HCM & Agency HR Support | COUNTY OF EMPLOYMENT Franklin |

| | | | | |
|--|--|---|---|------------------------------------|
| POSITION NUMBER 20005945 | <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 20005815 Deputy Director 5 | |
| | <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. | | | | |

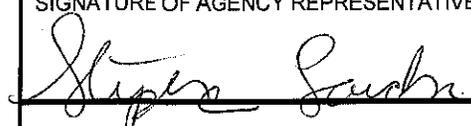
JOB DESCRIPTION AND WORKER CHARACTERISTICS

| % | 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 Application & Reporting 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 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)*; (6) customer service center operations; (7) continuous improvement processes; (8) state contracts & procurement*. Skill in: (9) operation of a personal computer & associated hardware & software (e.g., MS Word, Excel, PowerPoint, Enterprise Resource Planning Applications); Ability to: (10) gather relevant data to discuss nature of inquiry/complaint; (11) conduct necessary research/retrieval of data & provide appropriate response verbally &/or in writing; (12) prepare complex & sensitive correspondence in response to inquiries; (13) handle complex & sensitive inquiries from & contacts with state employees, state agencies, insurance carriers & third-party administrators & |
| | 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 1 20005817 Project Manager 1 | SIGNATURE OF AGENCY REPRESENTATIVE  | DATE 3-25-13 |
|---|--|-----------------|

JOB CODE TITLE
 64617 *Appd 3-25-13 AKC* Human Capital Management Administrator 2

| | | |
|---|---|--|
| 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 | <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 20005815 Deputy Director 5 | |
| | <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. | | | |
| JOB CODE TITLE Human Capital Management Administrator 2 64617 ADM 3-25-13 AIC | 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. | 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 3-25-13 | |