100-200R

POSITION DESCRIPTION

OHIO DEPARTMENT OF ADMINISTRATIVE SERVICES

AGENCY
Department of Administrative Services

DIVISION OR INSTITUTION
Human Resources

UNIT OR OFFICE
HCM OAKS Support

POSITION NUMBER
20005945 (29005.0)

JOB CODE TITLE
Human Resources Manager 4

JOB CODE
64634

☒ State Agency ☐ County Agency ☐ New Position ☒ Change

County of Employment
Franklin

USUAL WORKING TITLE OF POSITION
Human Capital Management Administrator

POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR
20005849 (23000.0) Data Systems Administrator

NORMAL WORKING HOURS (Explain unusual or rotating shift)
8:00 a.m. - 5:00 p.m.

JOB DESCRIPTION AND WORKER CHARACTERISTICS

%	Job Duties in Order of Importance	Minimum Acceptable Characteristics
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) 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; resolves most difficult & complex system & administrative problems; represents Deputy Director on matters pertaining to HRD/HCM OAKS (e.g., PeopleSoft 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.	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, PeopleSoft - PS); 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.

List Position Numbers and Job Titles of Positions Directly Supervised:
20005850 Mgt. Anal Supv. 1
20005878 Mgt. Anal Supv. 2
20005896 Mgt Anal Supv 2
20005852 Mgt Anal Supv 2
20005869 Fiscal Officer 2

SIGNATURE OF AGENCY REPRESENTATIVE: Pam Parker

DATE: 10/29/07

APD 11-7-07

100-200R

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Human Capital Management Administrator

POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR
Data Systems Administrator

NORMAL WORKING HOURS (Explain unusual or rotating shift)
8:00 a.m. - 5:00 p.m.

JOB DESCRIPTION AND WORKER CHARACTERISTICS

%	Job Duties in Order of Importance	Minimum Acceptable Characteristics
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; 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

List Position Numbers and Job Titles of Positions Directly Supervised
20005850 Mgt. Anal Supv. 1
20005878 Mgt. Anal Supv. 2
20005896 Mgt Anal Supv 2
20005852 Mgt Anal Supv 2
20005869 Mgt Anal Supv 2

SIGNATURE OF AGENCY REPRESENTATIVE
Dan Parker

DATE
10/29/07

APD 11-7-07 (AY)