

POSITION DESCRIPTION

AGENCY/DEPT ID
Department of Administrative Services
DAS3022220

DIVISION OR INSTITUTION
Human Resources Division

UNIT OR OFFICE
HCM & Agency HR Support

COUNTY OF EMPLOYMENT
Franklin

POSITION NUMBER
20005945

Reclassification New Position Update Position Hyperlinked to Agency Organizational Tree

USUAL WORKING TITLE OF POSITION: Human Capital Management Administrator POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR: 20005812 Deputy Director 6

Permanent Classified Overtime: Eligible Exempt Bargaining Unit
 Temporary Unclassified
 Intermittent Essential If FLSA Exempt, exemption type: 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 & 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; 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; coordinates & assists with business process reengineering for issues related to HCM.</p> <p>Position is in unclassified service per Section 124.11 (A) (9) of Ohio Revised Code & is overtime exempt.</p> | <p>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.</p> <p>*developed after employment</p> |

JOB CODE TITLE
Human Resources Manager 4

JOB CODE
64634

List Position Numbers & Job Titles of Positions Directly Supervised:
20005849 Administrative Officer 3
20005817 Administrative Officer 3

SIGNATURE OF AGENCY REPRESENTATIVE

DATE

Nancy Kelly

8.31.09

| | | |
|---|---|---|
| POSITION DESCRIPTION | | AGENCY/DEPT ID Department of Administrative Services DAS3022220 |
| DIVISION OR INSTITUTION Human Resources Division | UNIT OR OFFICE HCM & Agency HR Support | COUNTY OF EMPLOYMENT Franklin |

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|--|---|---|---|------------------------------------|
| POSITION NUMBER 20005945 JOB CODE TITLE Human Resources Manager 4 JOB CODE 64634 | <input 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 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. | | | |
| 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 Administrative Officer 3 20005817 Administrative Officer 3 | | SIGNATURE OF AGENCY REPRESENTATIVE <i>Nancy J Kelly</i> | DATE 8-31-09 | |