100-000U

POSITION DESCRIPTION

AGENCY/DEPT ID
Department of Administrative Services
DAS301100

DIVISION OR INSTITUTION	UNIT OR OFFICE	COUNTY OF EMPLOYMENT
Human Resources Division	Deputy Director's Office	Franklin

POSITION NUMBER 20005947

☐ Reclassification ☐ New Position ☒ Update

Position Hyperlinked to ☐ Agency Organizational Tree

USUAL WORKING TITLE OF POSITION	POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR
Assistant Deputy Director	20005812 Deputy Director 6

☒ Permanent ☐ Temporary ☐ Intermittent	☐ Classified ☒ Unclassified ☐ Essential	Overtime: ☐ Eligible ☐ Exempt If FLSA Exempt, exemption type:	Bargaining Unit Page 1 of 1

NORMAL WORKING HOURS (Explain unusual or rotating shift):
FROM: TO:

JOB CODE TITLE Deputy Director 4

JOB DESCRIPTION AND WORKER CHARACTERISTICS

%	Job Duties in Order of Importance	Knowledge, Skills & Abilities
70	Acts on behalf of the Deputy Director of Human Resources by directing & supervising the day-to-day operations of : Office of HCM & Agency HR Support & Business Office; develops & implements policies & procedures; manages activities & supervises staff (e.g., plans, schedules assignments, trains new employees, evaluates performance, recommends discipline); serves as acting HRD Deputy Director in absence of HRD Deputy Director; makes recommendations to the Deputy Director regarding policy issues, formulating goals & objectives to provide required services statewide; other duties as assigned; supervises & facilitates continuing career development of assigned staff.	Knowledge of: (1) human resources; (2) management; (3) agency policies & procedures*; (4) Ohio Revised Code Chapters 123 & Ohio Administrative Code, Chapter 123*; (5) government structure & process*; (6) supervisory principles & techniques; (7) public relations/human relations. Skill in: (8) operation of a personal computer & associated hardware/software (e.g., MS Word, Excel, Access, Power Point, PeopleSoft) Ability to: (9) define problems, collect data, establish facts & draw valid conclusions; (10) interpret extensive variety of technical material in books, journals & manuals; (11) prepare meaningful, accurate & concise reports; (12) use proper research methods in gathering data; (13) prepare & deliver speeches.
20	Coordinates efforts between units of supervision to assure compliance and adherence to all applicable Ohio Revised Code (ORC), Ohio Administrative Code (OAC) & policy guidelines; establishes necessary committees to review processes & provides recommendations for improvement; researches & reviews current business processes & makes recommendations regarding need to revise ORC, OAC or policy to provide needed services or streamline existing policy &/or procedures.	Knowledge of: 1, 2, 3*, 4*, 5*, 6, 7. Skill in: 8. Ability to: 9, 10, 11, 12, 13.
10	Represents HRD at conferences, seminars & meetings on HRD issues; prepares & delivers speeches at conferences, seminars & meetings. Position is in unclassified service per Section 124.11(A)(9) of Ohio Revised Code & is overtime exempt.	Knowledge of: 1, 2, 3*, 4*, 5*, 7. Skill in: 8. Ability to: 9, 10, 11, 12, 13. *developed after employment

APD 8-24-09

JOB CODE 61314

List Position Numbers & Job Titles of Positions Directly Supervised:	SIGNATURE OF AGENCY REPRESENTATIVE	DATE
20005945 – Human Resources Manager 4 20005885 – Fiscal Officer 3 20005830 – Human Resources Analyst 3	Nancy J Kelly	7-31-09