

POSITION DESCRIPTION		AGENCY/DEPT ID Department of Administrative Services DAS301805		
DIVISION OR INSTITUTION Human Resources Division		UNIT OR OFFICE Workforce Administration	COUNTY OF EMPLOYMENT Franklin	
POSITION NUMBER 20005955	<input checked="" 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 HCM Manager		POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR 20005834 HCM Administrator 2	
	<input checked="" type="checkbox"/> Permanent <input type="checkbox"/> Temporary <input type="checkbox"/> Intermittent	<input checked="" type="checkbox"/> Classified <input 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	
	60	Serves as statewide manager for development & implementation of Performance Management systems; independently develops & implements policies & procedures for effective oversight of agency reporting of performance management activities, alternatives to Ohio Performance Review System (OPRS) system, & review of performance evaluation appeals submitted to the Director of Administrative Services; serves as liaison to agency performance management designees to convey statewide objectives & improve performance management in line with Office of Organizational Development business plan; works with agencies to develop alternatives to OPRS; researches & recommends alternatives to meet business needs; reviews & effectively recommends approval of alternatives to OPRS proposed by state agencies; researches & recommends methods of incorporating performance evaluation information into selection tools such as (e.g. testing).	Knowledge of: (1) management; (2) workforce planning; (3) public relations; (4) human relations; (5) agency policies & procedures (e.g., performance management)*; (6) government structure & process (e.g., civil service)*. Skill in: (7) operation of personal computer & associated hardware/software (e.g., MS Office). Ability to: (8) interpret variety of technical material in books, journals, & manuals; (9) develop complex reports & position papers; (10) establish & maintain constructive communication with agency contacts; (11) resolve complaints from angry citizens & government officials.	
	20	Develops a reporting tool to capture the number of evaluations that are completed on time; develops reporting schedule consistent with the flexible performance plan to include developing effective measurements of program success; serves as consultant to agencies designing & refining processes & procedures related to performance management, development of alternative evaluation tools, goal development & performance monitoring techniques; provides training for performance management techniques such as goal setting, measurement, tool building & monitoring.	Knowledge of: 2, 3, 5*,6*. Skill in: 7; Ability to: 8, 9, 10, 11, (12) calculate fractions, decimals & percentages; (13) gather, collate & classify information about data, people or things; (14) design tools for performance measurement; (15) prepare & make presentations concerning performance management.	
			*developed after employment	
JOB CODE 64615	List Position Numbers & Job Titles of Positions Directly Supervised:		SIGNATURE OF AGENCY REPRESENTATIVE 	
			DATE 6/27/11	

POSITION NUMBER
20005955

JOB CODE TITLE
Human Capital Management Manager

Appel 6/27/11 BMO

