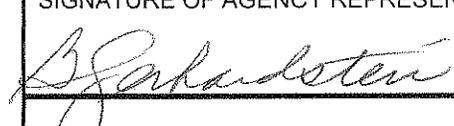


POSITION DESCRIPTION		AGENCY/DEPT ID Administrative Services DAS301805
DIVISION OR INSTITUTION Human Resources	UNIT OR OFFICE Workforce Administration	COUNTY OF EMPLOYMENT Franklin

POSITION NUMBER 20005955 JOB TITLE Management Analyst Supervisor 2 JOB CODE 63216 App'd 6/13/10 BAO	<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 Talent Bank Program Manager		POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR 20005834 Human Resources Manager 4	
	<input checked="" type="checkbox"/> Permanent <input type="checkbox"/> Temporary <input type="checkbox"/> Intermittent	<input checked="" type="checkbox"/> Classified <input type="checkbox"/> Unclassified	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	
	40	Serves as agency manager in the Office of Workforce Administration for the temporary work force talent bank program; develops & implements policy for talent bank program (e.g., determination of qualification category, customer service, data base organization); develops methods & techniques to communicate with agencies & individuals registered in talent bank; evaluates best practices to establish initial methods to manage program components; develops entire management evaluation & monitoring system to determine program efficiency, effectiveness & alignment with business needs; makes recommendations to improve program efficiency & effectiveness based on evaluation of performance data; develops assessment techniques such as but not limited to: customer satisfaction, cost savings, employment opportunities provided to displaced workers, applicant success & managerial latitude in use of workforce; develops & implements effective follow-up techniques to determine manager satisfaction with service provided; develops measurements to effectively gauge success such as follow up with customers & effective performance measures.	Knowledge of: (1) management; (2) workforce planning; (3) public relations; (4) human relations; (5) agency policies & procedures (e.g., performance management, hiring management)*; (6) government structure & process* (e.g., civil service, ORC, OAC). Skill in: (7) operation of a personal computer & associated hardware/software (e.g., MS Office). Ability to: (8) formulate & work through project plans; (9) work well with agency liaisons, customer feedback; (10) define problems, collect data, establish facts, draw valid conclusions & initiate solutions; (11) implement program plans; (12) use proper research methods in gathering data; (13) prepare meaningful, accurate & concise reports.	
	30	Meets with compliance review teams to gain understanding of action plan items related to providing direct support to agencies for compliance review action items including but not limited to establishing position description data base logs for Agencies, writing position descriptions, developing position description libraries and other items of direct support to Agencies. Based on direction from subject matter experts, develops training program for preparing classification proposals for presentation by Compensation Analysts to Agencies. Determines most effective presentation, effective tools and samples, power point presentation with hyperlinks and other helpful features. Evaluates effectiveness and makes adjustments as necessary based on guidance from Compensation Analysts	Knowledge of: 1, 2, 3, 4, 5*, 6*. Skill in: 7. Ability to: 8, 9, 10, 11, 12, 13.	
	List Position Numbers & Job Titles of Positions Directly Supervised:		SIGNATURE OF AGENCY REPRESENTATIVE 	DATE 6/11/10

POSITION DESCRIPTION		AGENCY/DEPT ID Administrative Services DAS301805
DIVISION OR INSTITUTION Human Resources	UNIT OR OFFICE Workforce Administration	COUNTY OF EMPLOYMENT Franklin

POSITION NUMBER 20005955 JOB TITLE Management Analyst Supervisor 2 JOB CODE 63216 Appx 6/13/10 bms	<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 Talent Bank Program Manager		POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR 20005834 Human Resources Manager 4	
	<input checked="" type="checkbox"/> Permanent <input type="checkbox"/> Temporary <input type="checkbox"/> Intermittent	<input checked="" type="checkbox"/> Classified <input type="checkbox"/> Unclassified	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	
	10	Coordinates efforts with division leadership to develop reporting tools to assist agencies with specific & general reporting needs associated with the division; works with state agencies to determine types of reports that are needed; meets with state agencies to determine reporting format needs; assists in the development of templates to address the agency report needs; provides information to HCM reporting to assist them in generating the reports.	Knowledge of: 1, 2, 3, 4, 5*, 6*. Skill in: 7. Ability to: 8, 9, 10, 11; 12, 13.	
	15	Designs, collects & analyzes division-wide & agency specific customer surveys either through requests received or initiated by HRD management; documents division functions & maintains library of processes.	Knowledge of: 1, 2, 3, 4, 5*, 6*. Skill in: 7. Ability to: 8, 9, 10, 11; 12, 13.	
	5	Assists the Performance Management program manager with the development of reporting tools & needed resources to successfully implement the Ohio Performance Review System	Knowledge of: 1, 2, 3, 4, 5*, 6*. Skill in: 7. Ability to: 8, 9, 10, 11; 12, 13.	
	List Position Numbers & Job Titles of Positions Directly Supervised:		SIGNATURE OF AGENCY REPRESENTATIVE 	DATE 6/11/10