

POSITION DESCRIPTION

OHIO DEPARTMENT OF ADMINISTRATIVE SERVICES

AGENCY
Department of Administrative Services

DIVISION OR INSTITUTION
Human Resources

UNIT OR OFFICE
HCM Support

State Agency County Agency New Position Change

County of Employment
Franklin

USUAL WORKING TITLE OF POSITION
HCM Team Manager

POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR
20005945 HCM Team 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
60	<p>Manages Human Capital Management (HCM) Configuration, Reporting & Security Unit & supervises reporting & security staff responsible for Human Resources Division (HRD) process manual, developing reports & oversees security forms for all departments, institutions, boards & commissions; ensures reliability of state security; maintains report functions in Ohio Administrative Knowledge System (OAKS); responsible for testing configuration changes in OAKS; maintains & develops PeopleSoft queries in OAKS; responsible for state reports; reviews all reporting enhancement requests & makes recommendations for changes; develops & writes process steps for all HCM units by updating HRD process manual; monitors security functions & recommends process improvement changes; recommends & implements modifications & new procedures required to correct problems; works overtime hours, as required, as an essential employee for timely processing of statewide required reports.</p>	<p>Knowledge of: (1) reporting systems & communications; (2) management, (3) supervision principles; (4) public relations; (5) government structure & process*. Ability to: (6) understand communications; (7) deal with a variety of variables in somewhat unfamiliar context; (8) establish friendly atmosphere as supervisor of work unit; (9) handle sensitive inquiries from & contacts with officials & general public; (10) write & develop policies & procedures; (11) proofread technical materials, recognize errors & make corrections; (12) define problems, collect data, establish facts & draw valid conclusions, (13) deal with some abstract but mostly concrete variables; (14) ability to interpret a variety of technical mater in books, journals & manuals; (15) understand manuals and verbal instructions, technical in nature.</p>
20	<p>Researches difficult & sensitive inquiries; researches, investigates & processes customer inquiries & provides answers to questions regarding HCM OAKS information; develops reports regarding statewide information; develops policies & procedures regarding statewide reporting & security processes; makes recommendations on alternative activities with other units within HCM support unit & serves as liaison with state agencies on reporting & security related issues; develops & writes procedure memos; monitors timeliness & quality of responses; assists with development & writing of training materials for state agencies; makes public presentations; writes policies & procedures for all HCM programs; oversees preparation & revisions of HCM materials to agencies & employees.</p>	<p>Knowledge of: 1*, 2, 3, 4, 5*, 6*. Skill in: (16) use of personal computer & related hardware & software (e.g., Microsoft Word, Excel, PowerPoint, Access, Internet, PeopleSoft, COGNOS, PS Query). Ability to: 10; 11; 12;13; 14; 15; (17) prepare & deliver speeches before specialized audiences.</p> <p>*developed after employment</p>

List Position Numbers and Titles of Positions Directly Supervised:
 20005938 Data Base Analyst 2
 20005856 Systems Analyst 2
 20005861 Programmer Analyst 4
 20005835 Executive Secretary 1

SIGNATURE OF AGENCY REPRESENTATIVE
David S. Hollen

DATE
4/2/08

POSITION NUMBER 20005955
 JOB CODE TITLE Management Analyst Supervisor 2
 JOB CODE 65251
 ARD 4-28-08

