

POSITION DESCRIPTION

AGENCY/DEPT ID
Department of Administrative Services
DAS302245

DIVISION OR INSTITUTION
Human Resources Division

UNIT OR OFFICE
HCM & Agency HR Support
State HR Operations

COUNTY OF EMPLOYMENT
Franklin

POSITION NUMBER
20005968

Reclassification New Position Update Position Hyperlinked to Agency Organizational Tree

USUAL WORKING TITLE OF POSITION
HCM Benefits Team Manager

POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR
20005849 Human Capital Management Administrator 1

Permanent
 Temporary
 Intermittent

Classified
 Unclassified
 Essential

Overtime: Eligible 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
70	<p>Manages Human Capital Management (HCM) Benefits Support Unit & supervises lower-level staff (e.g., approves leave, initiates discipline; interviews applicants & recommends staff for hire; completes performance evaluations; develops training materials; monitors completed work of staff to ensure accuracy & consistency with established DAS policies, procedures & guidelines; responsible for processing benefits for all departments, institutions, boards, & commissions; ensures reliability of state benefits; researches & reviews Ohio Revised Code & union contracts to ensure appropriate rules application; works closely with Ohio Administrative Knowledge System (e.g., OAKS module running on PeopleSoft application) staff to respond to inquiries from customers (e.g., analyzes & researches issues, determines solutions & executes in OAKS, coordinates higher-level tasks with OAKS staff, tests solutions/changes before & after production); maintains & develops queries using OAKS PS Query or Cognos; monitors & maintains state leave plans (e.g., vacation, sick, personal, disability, parental, workers compensation, occupational injury) in OAKS HCM Module; reviews benefits enhancement requests & makes recommendations for changes; monitors benefits support functions; recommends & implements modifications & new procedures required to correct problems; ensures benefits processing which may require overtime hours.</p>	<p>Knowledge of (1) benefits customer service and benefits communications; (2), management; (3) supervision principles; (4) public relations; (5) government structure & process*. Skill in (6) processing benefits using OAKS HCM module functions; (7) operation of a personal computer & related software (e.g. MS Word, Excel, Access); (8) use of Web-based applications (e.g., HCM, FIN, ISQL, PS Query &/or Cognos). Ability to (9) understand communications and customer service fields; (10) deal with a variety of variables in somewhat unfamiliar context; (11) establish friendly atmosphere as supervisor of work unit; (12) handle sensitive inquiries from & contacts with officials & general public.</p> <p>*developed after employment</p>

JOB CODE TITLE
Human Capital Management Manager

Appd 12/10/10 bms

JOB CODE
64615

List Position Numbers & Job Titles of Positions Directly Supervised:
Benefits Management Representative: 20005813; 20005884; 20005967, 20005972, 20005974

SIGNATURE OF AGENCY REPRESENTATIVE



DATE

12/10/10

POSITION DESCRIPTION

AGENCY/DEPT ID
Department of Administrative Services
DAS302245

DIVISION OR INSTITUTION
Human Resources Division

UNIT OR OFFICE
HCM & Agency HR Support
State HR Operations

COUNTY OF EMPLOYMENT
Franklin

POSITION NUMBER
20005968

Reclassification New Position Update Position Hyperlinked to
Agency Organizational Tree

USUAL WORKING TITLE OF POSITION: HCM Benefits Team Manager
POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR: 20005849 Human Capital Management Administrator 1

Permanent Classified Overtime: Eligible Exempt Bargaining Unit
 Temporary Unclassified
 Intermittent Essential If FLSA Exempt, exemption type: 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
20	<p>Researches, investigates & processes customer inquiries; provides answers to questions regarding HCM OAKS information; develops & implements policies & procedures for employee benefits programs & functions; makes recommendations on alternative activities with other units within Human Resources Division (HRD) OAKS Support Unit; serves as liaison with state agencies on benefits related issues; develops benefits procedure memos; monitors timeliness & quality of responses from Benefits Support Unit; assists with development & writing of training materials for state agencies; makes public presentations; oversees preparation & revisions of benefits materials to agencies & employees; prepares OAKS open enrollment materials for communication manager.</p>	<p>Knowledge of 1*, 2, 3, 4, 5*. Skill in 6, 7, 8. Ability to 9, 10, 11, 12, (13) write & develop policies & procedures; (14) proofread technical materials, recognize errors & make corrections; (15) define problems, collect data, establish facts & draw valid conclusions; (16) ability to interpret a variety of technical matter in books, journals & manuals; (17) understand manuals & verbal instructions, technical in nature; (18) prepare & deliver speeches before specialized audiences.</p>
10	<p>Performs other duties as assigned: develops & implements effective methods of communication & customer service program delivery; operates personal computer to edit, enter &/or verify data; represents administrator at meetings & assumes responsibility in administrator's absence; performs other duties related to benefits communications & customer service as assigned.</p> <p><u>Position is overtime exempt.</u></p>	<p>Knowledge of 2, 3, 5*; (19) electronic data processing systems. Skill in 7. Ability to 9, 10, 11.</p>

*developed after employment

Appel 12/14/10 SMS
JOB CODE TITLE
63216 Human Capital Management Manager

List Position Numbers & Job Titles of Positions Directly Supervised:
Benefits Management Representative: 20005813; 20005884; 20005967, 20005972, 20005974

SIGNATURE OF AGENCY REPRESENTATIVE

DATE

[Signature] 2/10/10