

<b>POSITION DESCRIPTION</b>		AGENCY/DEPT ID Department of Administrative Services/ DAS101000
DIVISION OR INSTITUTION Administrative Support	UNIT OR OFFICE Office of Employee Services	COUNTY OF EMPLOYMENT Franklin

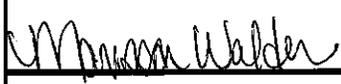
POSITION NUMBER 20006012	<input type="checkbox"/> Reclassification <input type="checkbox"/> New Position <input checked="" type="checkbox"/> Update		Position Hyperlinked to <input type="checkbox"/> Agency Organizational Tree
	USUAL WORKING TITLE OF POSITION HR Consultant		POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR SEE TABLE OF ORGANIZATION
	<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: Administrative

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
50	Serves as agency Human Resources Manager for Department of Administrative Services (DAS), Office of Employee Services (OES) &, on behalf of agency, administers variety of human resources sub-programs & special projects for assigned division: consults with division employees, managers & supervisors on all aspects of human resources (e.g., classification issues, staffing needs, workplace safety); interprets & applies laws, rules & regulations relating to human resources processes (e.g., Ohio Revised Code, collective bargaining agreements, Affirmative Action goals, Americans with Disabilities Act, Fair Labor Standards Act); conducts research, completes special projects & establishes priorities; advises managers on organizational policy matters; identifies & resolves operational problems/issues; performs various personnel activities & prepares associated paperwork (e.g., coordinates classification revisions for class plan amendments, serves as point of contact for class plan proposals, monitors & analyzes payroll discrepancies, updates position management records); provides assistance & analysis to managers in planning for future staffing needs; serves as HR Systems Administrator for ePerformance (e.g., monitors agency performance evaluation completion rates, advises & trains agency supervisors/managers in preparing & conducting effective performance appraisals); advises managers on labor relations matters; confers with OES HR Administrator on direction for disciplinary action; works with Labor Relations Manager on labor issues (e.g., conducts administrative investigations & prepares reports) & attends hearings; attends labor/management meetings, as needed.	Knowledge of (1) human resources management (e.g., classification issues, staffing needs, payroll, workplace safety); (2) civil service laws, rules & regulations & provisions of collective bargaining contracts; (3) agency/division policies & procedures*; (4) federal & state laws & rules governing fair employment practices; (5) government structure & process*; (6) interviewing; (7) employee relations for large division; (8) public/human relations; (9) labor relations. Skill in (10) operation of personal computer & associated hardware/software (e.g., MS Office Suite, PeopleSoft, OAKS BI reporting*). Ability to (11) define problems, collect data, establish facts & draw valid conclusions; (12) prioritize & deal with multiple issues/tasks simultaneously; (13) communicate effectively in writing & verbally; (14) use proper research methods in gathering data; (15) interpret minimum qualifications; (16) evaluate employment applications; (17) calculate fractions, decimals & percentages; (18) respond effectively to the most sensitive inquiries & complaints; (19) obtain & maintain valid driver's license; (20) prepare meaningful, concise & accurate reports; (21) maintain accurate records.

\*developed after employment

List Position Numbers & Job Titles of Positions Directly Supervised:	SIGNATURE OF AGENCY REPRESENTATIVE 	DATE 1/29/15
--	--	-----------------

apd 1-29-15 cl

# POSITION DESCRIPTION

AGENCY/DEPT ID  
Department of Administrative Services/  
DAS101000

DIVISION OR INSTITUTION  
Administrative Support

UNIT OR OFFICE  
Office of Employee Services

COUNTY OF EMPLOYMENT  
Franklin

POSITION NUMBER  
20006012

Reclassification     New Position     Update    Position Hyperlinked to  Agency Organizational Tree

USUAL WORKING TITLE OF POSITION: HR Consultant    POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR: SEE TABLE OF ORGANIZATION

Permanent     Classified    Overtime:  Eligible     Exempt    Bargaining Unit 22  
 Temporary     Unclassified  
 Intermittent     Essential    If FLSA Exempt, exemption type: Administrative    PR 14  
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
40	Coordinates employment processes & offers human resources expertise: oversees hiring activity (e.g., reviews & approves position descriptions, posts vacancies, screens applications, develops structured interview questions in conjunction with managers, participates in selection process, facilitates on-boarding & off-boarding processes); initiates Electronic Personnel Action Requests (ePARs), in accordance with HRD guidelines & OES PA Decentralization Policy; assists with divisional reorganization plans (e.g., reviews class structure, ensures compliance with state classification plan); maintains position description files & selection documents for assigned division; participates in revision of operating procedures; conducts job analyses, as necessary, in order to properly classify positions, document Position Specific Minimum Qualifications (PSMQ's) & develop content-valid assessment tools.	Knowledge of 1, 2, 3*, 4, 5*, 6, 7, 8, 9 Skill in 10 Ability to 11, 12, 13, 14, 15, 16, 17, 18, 19, 20, 21
10	Performs other related duties as requested: works in conjunction with HR Consultants & division personnel to create & maintain agency Table of Organization (TO), using relevant software; disseminates TO & necessary information to assigned divisional customers & other persons who submit requests; participates in workforce planning initiatives; assists Human Resources Administrator (HRA) & Labor Relations Officer in preparing restructuring paperwork (e.g., coordinates completion of necessary personnel actions, prepares employee notifications & miscellaneous letters, prepares reports on agency restructuring, as necessary); assists HRA with personnel related projects, as needed (e.g., compiles statistics, prepares reports, attends meetings on behalf of agency, prepares & presents training).	Knowledge of 1, 2, 3*, 4, 5*, 6, 7, 8, 9 Skill in 10 Ability to 11, 12, 13, 14, 15, 16, 17, 18, 19, 20, 21

\*developed after employment

JOB CODE TITLE  
Human Capital Management Manager

JOB CODE  
64615

List Position Numbers & Job Titles of Positions Directly Supervised:

SIGNATURE OF AGENCY REPRESENTATIVE

DATE

*Monica Walker*

1/29/15

*apl 1-29-15*