

POSITION DESCRIPTION		AGENCY/DEPT ID Department of Administrative Services DAS102100
DIVISION OR INSTITUTION Administrative Support	UNIT OR OFFICE Office of Employee Services	COUNTY OF EMPLOYMENT Franklin

POSITION NUMBER 20006012	<input checked="" type="checkbox"/> Reclassification <input type="checkbox"/> New Position <input 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 20005412 Human Capital Management 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 22 PR 14 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
50	Serves as Infrastructure Services Division (ISD) Human Resources (HR) Support Manager (e.g., employee relations, special events planning, & special projects); acts as HR Coordinator to division employees, managers & supervisors on all aspects of human resources (e.g., IT recruitment for highly complex technical positions, classification issues, staffing needs, definition of duties, determination of appropriate classifications for positions, workplace safety); attends division & non-division meetings on behalf of ISD Deputy & Assistant Deputy Directors; formulates & implements personnel policies & procedures & ensures adherence to state & federal personnel policies & procedures; develops & administers division work rules; conducts new employee orientation & exit interviews; makes changes to current policies to facilitate efficiency; provides assistance & analysis to managers in planning process for future staffing needs; coordinates ISD classification revisions for class plan amendments with Office of Employee Services (OES); writes position descriptions for new positions & makes changes to current ones; prepares &/or oversees preparation of personnel paperwork (e.g., Personnel Actions, Personnel Action Requests, Job Opportunity Postings); reviews job applications for ISD positions; recommends candidates to interview; develops assessments & structured interview questions in conjunction with managers; participates in structured interview; monitors & tracks employee evaluation process; evaluates internal training needs & monitors employee training data; works closely with Office of Employee Services staff on personnel issues & processes; supervises HR administrative staff.	Knowledge of (1) human resources management (e.g., IT recruiting, classification issues, staffing needs, payroll, definition of duties, determination of appropriate classifications for positions, workplace safety); (2) interpretation & application of collective bargaining contracts, Ohio Revised Code, Ohio Administrative Code & federal laws, rules & regulations relating to human resources issues (e.g., discipline, hiring, layoffs, grievances, settlement agreements); (3) public/human relations (4) labor relations; (5) agency/division policies & procedures*; (6) government structure & process*; (7) employee relations for large, technical division; (8) supervisory principles & techniques. Skill in (9) operation of personal computer & associated software (e.g., MS Office); Ability to (10) define problems, collect data, establish facts & draw valid conclusions; (11) communicate effectively in writing & verbally with technical & non-technical employees & senior management; (12) prioritize & deal with multiple issues/tasks simultaneously; (13) handle routine & sensitive contacts with employees, union representatives, other government & private business officials; (14) prepare meaningful, concise & accurate reports. *developed after employment

List Position Numbers & Job Titles of Positions Directly Supervised: 20006014 HCM Analyst	SIGNATURE OF AGENCY REPRESENTATIVE 	DATE 5/4/10
--	--	----------------

POSITION DESCRIPTION		AGENCY/DEPT ID Department of Administrative Services DAS102100
DIVISION OR INSTITUTION Administrative Support	UNIT OR OFFICE Office of Employee Services	COUNTY OF EMPLOYMENT Franklin

POSITION NUMBER 20006012	<input checked="" type="checkbox"/> Reclassification <input type="checkbox"/> New Position <input 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 20005412 Human Capital Management 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 22 PR 14 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
25	Advises program managers on labor relations issues; interprets & applies collective bargaining contract language, Ohio Revised Code, Ohio Administrative Code & federal laws, rules & regulations relating to labor relations issues (e.g., reprimands, suspensions, fines, grievances, settlement agreements, layoffs); provides guidance in discipline matters to managers & supervisors; prepares or monitors preparation & processing of grievance forms & documentation; acts as Step 2 designee for grievance meetings; works with Employee Services Labor Relations Officer on labor issues & attends hearings	Knowledge of 1, 2, 3, 4, 5*, 6*, 7 Skill in 9 Ability to 10, 11, 12, 13, 14
25	Performs other related administrative duties as required: plans & coordinates special events & meetings; approves section expenditures & assists with section budget process; provides statistical reports for management & Deputy Director; responds to surveys & inquiries.	Knowledge of 1, 2, 3, 4, 5*, 6*, 7 Skill in 9 Ability to 10, 11, 12, 13, 14
<p style="text-align: center;"><u>Position Specific Minimum Qualifications</u></p> <p>12 mos. exp. or 12 mos. trng. in human resources management (e.g., IT recruiting, classification issues, staffing needs, definition of duties, determination of appropriate classifications for positions; workplace safety).</p> <p>12 mos. exp. or 12 mos. trng. in interpretation & application of collective bargaining contracts, Ohio Revised Code, Ohio Administrative Code & federal laws, rules & regulations related to human resources issues (e.g., discipline, hiring, grievances, settlement agreements, layoffs).</p> <p>*developed after employment</p>		
Position is overtime exempt.		

List Position Numbers & Job Titles of Positions Directly Supervised: 20006014 HCM Analyst	SIGNATURE OF AGENCY REPRESENTATIVE 	DATE 5/4/10
--	--	----------------