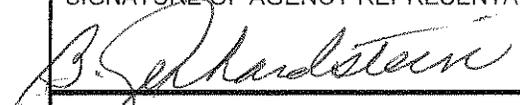


POSITION DESCRIPTION		AGENCY/DEPT ID Administrative Services DAS301880
DIVISION OR INSTITUTION Human Resources	UNIT OR OFFICE Talent Management	COUNTY OF EMPLOYMENT Franklin

POSITION NUMBER 20072219 JOB TITLE Human Capital Management Administrator 2 JOB CODE 64617 Appd 3/8/10 bmo	<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 Talent Manager		POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR 20005812 Deputy Director 6	
	<input checked="" type="checkbox"/> Permanent <input type="checkbox"/> Temporary <input type="checkbox"/> Intermittent	<input type="checkbox"/> Classified <input checked="" type="checkbox"/> Unclassified	Overtime: <input type="checkbox"/> Eligible <input checked="" type="checkbox"/> Exempt If FLSA Exempt, exemption type:	Bargaining Unit Page 1 of 1
	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	Plans, directs & oversees activities of Recruitment/Talent Acquisition office in the Human Resources Division (HRD): directs policy implementation for talent acquisition efforts statewide; formulates & implements statewide policies & programs for effective talent acquisition efforts; establishes goals & timelines of Recruitment/Talent Acquisition office; establishes & monitors section budget & projects staffing needs; manages, coaches & develops team of recruiters; develops & leads a team of recruiters responsible for identifying, screening & developing candidates through various sourcing tactics (e.g., direct head-hunting/cold calling, deep web internet, networking/referrals); develops & leads team of employees responsible for test development & administration; prioritizes sourcing efforts to ensure team's optimum success while controlling sourcing costs; directs recruiting team in assessing needs of agencies; develops sourcing strategy & implements sourcing plans to meet the needs of state agencies; leads team in troubleshooting recruiting process issues & identifies roadblocks; manages the identification & tracking of key metrics to determine overall effectiveness of talent acquisition initiatives & support of overall business goals; develops critical diversity sources & insures that diverse candidates are represented in every hiring pool; develops performance improvement plans & monitors development of staff.	Knowledge of: (1) human resources; (2) workforce planning; (3) human relations; (4) agency policies, procedures & state laws*; (5) hiring practices for civil service*; (6) collective bargaining; (7) recruitment; (8) interviewing; (9) supervisory principles & techniques; (10) customer service; (11) budgeting. Skill in: (12) use of personal computer & related hardware & software (e.g., Microsoft Word, Excel, Power Point, Human Resource Management software). Ability to: (13) communicate effectively with diverse audiences; (14) prepare meaningful, accurate & concise reports; (15) define problems, collect data, establish facts & draw valid conclusions; (16) collaborate with state agency officials & public; (17) establish friendly atmosphere as administrator of section; (18) develop both written & verbal communication for various audiences.
	Position is in unclassified service per Section 124.11(A) (9) of Ohio Revised Code & is overtime exempt	*developed after employment

List Position Numbers & Job Titles of Positions Directly Supervised: Human Capital Management Analyst: 20005909	SIGNATURE OF AGENCY REPRESENTATIVE 	DATE 3/13/10
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POSITION DESCRIPTION		AGENCY/DEPT ID Administrative Services DAS301880
DIVISION OR INSTITUTION Human Resources	UNIT OR OFFICE Talent Management	COUNTY OF EMPLOYMENT Franklin

POSITION NUMBER 20072219 JOB TITLE Human Capital Management Administrator 2 JOB CODE 64617 App 3/8/10 BMB	<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 Talent Manager		POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR 20005812 Deputy Director 6	
	<input checked="" type="checkbox"/> Permanent <input type="checkbox"/> Temporary <input type="checkbox"/> Intermittent	<input type="checkbox"/> Classified <input checked="" type="checkbox"/> Unclassified	Overtime: <input type="checkbox"/> Eligible <input checked="" type="checkbox"/> Exempt If FLSA Exempt, exemption type:	Bargaining Unit Page 1 of 1
	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	Develops & directs staff to support on-going intern, apprenticeship & assistantship programs; builds successful partnerships with colleges, universities & state agencies to insure that candidates' experience is useful to students & state agencies; investigates best practice & cutting edge recruiting procedures; researches, implements & maintains leading edge & creative sourcing tools & resources; consults with state agency officials to ascertain their needs & assist with variety of recruitment efforts; develops & makes presentations to assist agencies with recruitment initiatives; consults with & assist agencies in acquiring talent statewide (e.g., recruitment, internships, civil service & proficiency testing.	Knowledge of: 1, 2, 3, 4*, 5*, 7, 8, 9. Skill in: 12. Ability to: 13, 14, 15, 16, 17, 18, (19) conduct research & develop recommendations; (20) develop & deliver presentations.
20	Develops relationships & partnerships with key professional organizations, associations & business groups to support the state's efforts in talent management; works closely & collaborates with administrators of Compensation & Recruitment, HR Support & Training & Development for development & implementation of talent management practices to attract, develop & retain talent to achieve strategic business goals for state agencies, boards & commissions; attends meetings, trainings & seminars to stay current with industry trends & best practices.	Knowledge of: 1, 3, 4*, 5*, 7. Skill in: 12. Ability to: 13, 16, 18, 20.
Position is in unclassified service per Section 124.11(A) (9) of Ohio Revised Code & is overtime exempt		*developed after employment

List Position Numbers & Job Titles of Positions Directly Supervised: Human Capital Management Analyst: 20005909	SIGNATURE OF AGENCY REPRESENTATIVE 	DATE 3/2/10
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