

POSITION DESCRIPTION

OHIO DEPARTMENT OF ADMINISTRATIVE SERVICES

AGENCY
Department of Administrative Services

DIVISION OR INSTITUTION
Human Resources Division

UNIT OR OFFICE
Recruitment/Talent Acquisition

POSITION NUMBER
20072219

State Agency County Agency New Position Change

County of Employment
Franklin

USUAL WORKING TITLE OF POSITION
Talent Manager

POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR
20072218 Deputy Director 4

NORMAL WORKING HOURS (Explain unusual or rotating shift)
8:00 a.m. - 5:00 p.m.

Page 1 of 2

JOB DESCRIPTION AND WORKER CHARACTERISTICS

%	Job Duties in Order of Importance	Minimum Acceptable Characteristics
40	<p>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.</p> <p>Position is in unclassified service per Section 124.11(A) (9) of Ohio Revised Code & is overtime exempt</p>	<p>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.</p> <p>Skill in: (12) use of personal computer & related hardware & software (e.g., Microsoft Word, Excel, Power Point, Human Resource Management software).</p> <p>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.</p> <p>*developed after employment</p>

JOB CODE TITLE
Human Resources Manager 4

JOB CODE
64634

List Position Numbers & Titles of Positions Directly Supervised:
20005909 Human Resource Analyst 2
20072214 College Intern

SIGNATURE OF AGENCY REPRESENTATIVE

DATE

Nancy J Kelly

7-29-08

APR 9-26-08

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JOB DESCRIPTION AND WORKER CHARACTERISTICS

%	Job Duties in Order of Importance	Minimum Acceptable Characteristics
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.
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