

POSITION DESCRIPTION		AGENCY/DEPT ID Department of Administrative Services DAS301805
DIVISION OR INSTITUTION Human Resources	UNIT OR OFFICE Workforce Administration	COUNTY OF EMPLOYMENT Franklin

POSITION NUMBER 20072764 JOB TITLE Human Capital Management Manager JOB CODE 64615	<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 HCM Manager		POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR 20005834 HCM Administrator 2		
	<input checked="" type="checkbox"/> Permanent <input type="checkbox"/> Temporary <input type="checkbox"/> Intermittent	<input checked="" type="checkbox"/> Classified <input type="checkbox"/> Unclassified	Overtime: <input type="checkbox"/> Eligible <input checked="" type="checkbox"/> 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		
45	On behalf of the Department of Administrative Services (DAS) Human Resources Division, serves as agency manager for formulating & responsibly directing the Ohio Hiring Management System (OHMS), administers statewide agency OHMS program & insures compliance with program quantitative & qualitative requirements; monitors & oversees human resources analysts involved in recruitment infrastructure support activities; coordinates utilization of OHMS application process to include storing & reporting applicant data, agency security & support for developing & posting proficiency tools, reporting & general use of system statewide; identifies, researches & reports potential & actual efficiency gains; develops & implements management tools to gauge effectiveness of program utilization & areas for improvement; provides training to end users & serves as liaison to assist agencies in utilization capabilities; meets with statewide agency representatives to identify recruitment infrastructure needs & makes recommendations to manager; establishes goals & timelines & develops budget for projects; conducts staff meetings to discuss & execute OHMS administration policies & procedures; formulates, implements & recommends program (i.e., OHMS) policies & procedures subject to review of manager.		Knowledge of: (1) Ohio Hiring Management Systems*; (2) employee training & development; (3) supervisory principles & techniques (4) public relations; (5) agency policies & procedures*; (6) government structure & process*; (7) interviewing techniques; (8) state & federal laws, rules & regulations relating to hiring & recruitment (e.g. OAC 123, EEO/ADA)*. Skill in: (9) operation of personal computer & related hardware/software (e.g., Microsoft Word). Ability to: (10) calculate fractions, decimals & percentages; (11) prepare & deliver speeches before specialized audiences & general public; (12) handle sensitive inquiries form & contacts with officials & general public; (13) resolve complaints from angry citizens & government officials. *developed after employment		
List Position Numbers & Job Titles of Positions Directly Supervised: HCM Associate 20005911; HCM Analyst 20005871; 20005899; 20005906; 20005910; HCM Senior Analyst 20005886		SIGNATURE OF AGENCY REPRESENTATIVE		DATE	
				7/27/10	

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	JOB DESCRIPTION AND WORKER CHARACTERISTICS			
	%	Job Duties in Order of Importance	Knowledge, Skills & Abilities	
	25	On behalf of the Department of Administrative Services (DAS) Human Resources Division, serves as agency manager for formulating & responsibly directing statewide test administration: administers statewide agency test administration program & insures compliance with program requirements; monitors & oversees human resources analysts involved in test administration activities; coordinates reporting test administration data, security tools, & general use of system statewide; identifies, researches, develops & implements management tools to gauge effectiveness of program utilization & areas for improvement; provides training to end users & serves as liaison to assist agencies in utilization capabilities; meets with statewide agency representatives to identify needs & makes recommendations to manager; establishes goals & timelines & develops budget for projects; conducts staff meetings to discuss & execute test administration policies & procedures; formulates, implements & recommends program (i.e., Test Administration) policies & procedures subject to review of manager.	Knowledge of: 1, 2, 3, 4, 5*, 6*, 8*. Skill in: 9, 10. Ability to: 11, 12, 13.	
	30	Provides technical assistance & advice on OHMS & test administration to employees, personnel & human resources representatives & officials of state agencies & other divisions within the department; attends a variety of meetings; speaks for manager on programmatic issues & concerns; monitors & oversees preparation of survey reports; oversees maintenance of various hardcopy & computerized files (e.g., posting of vacancies of OHMS; sets up computer link ups & subscriptions to recruitment Web sites) for testing and OHMS; provides information on programs & policies to private organizations, officials & general public; monitors statewide employment trends to assist agencies in hiring processes.	Knowledge of: 4, 6*, 8*. Ability to: 10, 11, 12, 13, 14, 15.	
			*developed after employment	
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