

POSITION DESCRIPTION

OHIO DEPARTMENT OF ADMINISTRATIVE SERVICES

AGENCY
Department of Administrative Services

DIVISION OR INSTITUTION
Human Resources

UNIT OR OFFICE
Human Resources Support Center

State Agency County Agency New Position Change

County of Employment
Franklin

USUAL WORKING TITLE OF POSITION
Human Resources Support Administrator

POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR
20000.0 Deputy Director 6

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
75	<p>Plans, directs & coordinates activities of Human Resources Support Center; (HRSC) administers programs (i.e., State Services, Certification, Records Room); identifies goals and objectives and defines program parameters; formulates & implements HRSC policies & procedures that have statewide impact; coordinates development of program components, rules and regulations; establishes timelines and assesses qualitative and quantitative effectiveness of programs and success rate once programs are in place; develops section budget; establishes fiscal controls & monitors expenditures; projects staffing needs & develops staffing plans; provides oversight in areas of specific program training and development assistance and ensures adequate training resources to meet needs of division personnel and agencies served by division; represents Deputy Director on matters pertaining to HRSC (e.g., employee training, working relationships between agencies and other entities, responds to inquiries & complaints); revises policies & procedures to aid in alleviation of problematic areas & issues of contention. Supervises subordinate human resources staff.</p>	<p>Knowledge of (1) budgeting; (2) management; (3) human resources; (4) workforce planning; (5) agency policies and procedures*; (6) government structure and process (e.g., state agency table of organization and operational service delivery requirements)*, (7) state & federal laws, rules & regulations (e.g., Ohio Revised Code Chapters 124 and 4117, Ohio Administrative Code Chapter 123, Equal Pay Act, Rehabilitation Act, Americans with Disabilities Act, Title VII of the Civil Rights Act, Age Discrimination in Employment Act, collective bargaining agreements)*, (8) supervisory principles & techniques. Skill in (9) use of personal computer*; Ability to (10) communicate effectively to diverse audiences; (11) define problems, collect data, establish facts & draw valid conclusions; (12) counsel or exhort others on sensitive/controversial matters; (13) gather, collate & classify information about data, people or things.</p> <p>*developed after employment</p>

POSITION CONTROL NUMBER
21000.0

CLASS TITLE
Human Resources Manager 4

CLASS NUMBER
64634

List Position Numbers and Class Titles of Positions Directly Supervised:

23402.0 HRA3	23412.0 HRA2
23404.0 HRA2	23414.0 HRA2
23406.0 HRA3	24700.0 HR Spvr
23408.0 HRA2	25400.0 Records Mgmt Spvr

SIGNATURE OF AGENCY REPRESENTATIVE
Clare D. Long

DATE
2/5/04

44pd 2-23-04CB

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10	<p>Recommends &/or drafts legislative changes affecting programs; provides regular direction to agency directors/division heads & other staff members; In conjunction with department's legislative liaison; monitors proposed and enacted legislation for impact on statewide assessment; testifies at adjudicative and civil proceedings upon request/subpoena; oversees development & revision of administrative rules to ensure division compliance with legislation.</p>	<p>Knowledge of 1, 2, 3, 4, 5*, 6*, 7 Skill in 9 Ability to 10, 11, 12</p>
15	<p>Conducts project staff meetings to apprise section managers of goals, expectations and time constraints; attends conferences, seminars and meetings; reviews proposals of agency directors, division heads and other staff members. Performs other related administrative & public relations duties as assigned (e.g., attends in-service training, works on special projects for Deputy Director).</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, 2, 3, 4, 5*, 6*, 7 Skill in 9 Ability to 10, 11, 12</p> <p>*developed after employment</p>

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