

POSITION DESCRIPTION

OHIO DEPARTMENT OF ADMINISTRATIVE SERVICES

AGENCY
Department of Administrative Services

DIVISION OR INSTITUTION
Administrative Support Division

UNIT OR OFFICE
Office of Employee Services

POSITION NUMBER
20005412 (500.0)

State Agency County Agency New Position Change

County of Employment
Franklin

USUAL WORKING TITLE OF POSITION
HCM Administrator

POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR
20005393 (2.0) Assistant Director 4

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

JOB DESCRIPTION AND WORKER CHARACTERISTICS

%	Job Duties in Order of Importance	Minimum Acceptable Characteristics
65	Acting on behalf of Department of Administrative Services (DAS) Director, serves as administrator for Office of Employee Services (OES), which provides human resources services to all divisions of DAS: serves as liaison between director & divisions & other government agencies (e.g., position description & personnel action decentralization, Ohio Performance Review System-(OPRS) regarding personnel & human resources matters; serves on Director's Senior Team & has Director's signature authority; develops & implements policies & procedures affecting agency-wide human resources programs (e.g., interviewing & selection, work rules, time reporting) & ensures all operations are in compliance with civil service laws & collective bargaining agreements (e.g., reviews & makes recommendations to director concerning collective bargaining issues, grievance process & disciplinary actions); reviews & approves Office of Employee Services policies & procedures; advises director & assistant director & deputy directors concerning human resources policies & procedures.	Knowledge of (1) human resources management; (2) labor relations & work force planning; (3) employee training & development; (4) supervision; (5) public relations; (6) work rules & operating procedures; (7) effective interviewing techniques; (8) civil service & EEO laws, rules & procedures*; Skill in (9) operation of personal computer & associated hardware/software (e.g., MS Word, Excel, email*); Ability to (10) define problems, collect data, establish facts, draw valid conclusions & initiate solutions; (11) interpret extensive variety of laws & rules in books, journals & manuals; (12) originate letters reflecting current business practices; (13) prepare meaningful, concise & accurate reports; (14) gather, collate & classify information about data, people or things; (15) handle sensitive inquiries from & contacts with officials & general public; (16) establish friendly atmosphere as administrator of section.
20	Supervises investigations of employee complaints & grievances: authorizes resolutions; participates on behalf of management during grievance process; supervises &/or conducts administrative investigations & hearings for proposed disciplinary action; prepares or assists in presentation of cases for arbitration; acts as liaison between agency & other governmental agencies; represents agency at legislative hearings, adjudicative or civil proceedings &/or other meetings & proceedings.	Knowledge of 1, 2, 5, 6, 8* Skill in 9 Ability to 10, 11, 12, 13, 14, 15

*developed after employment

ADD 8-29-07 (1/04)

JOB CODE TITLE
Human Capital Management Administrator 2

JOB CODE
69917

List Position Numbers and Class Titles of Positions Directly Supervised:

20005414 LRO 3	20005421 HCM Senior Analyst
20005415 HCM Manager	20005425 HCM Manager
20005417 HCM Manager	
20005418 MAS 1	

SIGNATURE OF AGENCY REPRESENTATIVE



DATE
8.10.07

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15	<p>Performs other related duties: conducts research; oversees special projects; prepares required administrative & confidential reports, forms & correspondence (e.g., policy statements, legislative drafts, agency personnel activity reports) related to human resources matters; attends meetings, seminars, & classes to keep current on changes in laws, rules & procedures affecting human resources; manages other projects requested by the director.</p>	<p>Knowledge of 1, 2, 5, 6, 8* Skill in 9 Ability to 10, 11, 12, 13, 14, 15</p>

Position is in unclassified service per Section 124.11(A)(9) of Ohio Revised Code & is overtime exempt.

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APD 8-29-07 (MAY)