

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
20005417 (511.0)

State Agency County Agency New Position Change

County of Employment
Franklin

USUAL WORKING TITLE OF POSITION
Performance & Organization Manager

POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR
20005412 (500.0) Human Capital Management Administrator 2

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
45	<p>Serves as Performance & Organization Manager with overall responsibility for personnel action compliance & performance appraisal process: interprets & applies laws, rules & regulations relating to human resources (e.g., Ohio Revised Code, collective bargaining agreements, Affirmative Action goals, Americans with Disabilities Act, Fair Labor Standards Act); oversees processing & approval of personnel action (PA) requests & performance evaluations by Account Executives (e.g., assists Account Executives in preparing & submitting appropriate paperwork through one-on-one counseling & formal training sessions); reviews & approves submitted PA's & attachments for accuracy & compliance with agency decentralized policy, statutes, bargaining agreements & appropriate directives; ensures efficient processing of requested actions & streamlines processes where possible; obtains necessary approvals from state Certification Unit; authorizes PA's via computerized payroll/personnel system; consults with Human Resources (HR) Division's HR Analyst to ensure appropriate, accurate & efficient processing; develops & implements policies & procedures relating to responsibility areas; monitors agency performance evaluation completion rates; advises & trains agency supervisors in preparing & conducting effective performance appraisals; distributes performance appraisal rosters to HRCs for completion of performance appraisals by supervisor; implements agency performance appraisal policy & makes appropriate changes to ensure efficient completion of all agency performance appraisals; keeps agency Labor Relations Officer informed of potential probationary removal issues; coordinates dissemination, completion & logging of annual performance appraisal; prepares status reports for Administrator & Director as needed.</p>	<p>Knowledge of (1) agency policies & procedures*; (2) government structure & process (e.g., agency table of organization, state classification plan)*; (3) personnel action processing; (4) public/human relations; (5) English grammar & punctuation; (6) employee training & development; (7) human resources office operations including recruitment & staffing (e.g., position descriptions, hiring process, application review, personnel actions); Skill in (8) interpreting & applying laws, rules & regulations relating to human resources (e.g., Ohio Revised Code, collective bargaining agreements, Affirmative Action goals, Americans with Disabilities Act, Fair Labor Standards Act); (9) use of personal computer & associated hardware/software (e.g., spreadsheet, database, word processing, mainframe environment & presentation software); (10) reviewing & approving personnel action requests; Ability to (11) extract pertinent information from individuals, interpret & evaluate responses; (12) establish & maintain good rapport with co-workers, agency personnel & customers; (13) define problems, collect data, establish facts & draw valid conclusions; (14) use proper research methods in gathering data; (15) maintain confidentiality of information; (16) maintain accurate records.</p> <p>*developed after employment</p>

JOB CODE TITLE
Human Capital Management Manager

JOB CODE
69915

List Position Numbers and Class Titles of Positions Directly Supervised:

20005420 HCM Analyst

SIGNATURE OF AGENCY REPRESENTATIVE

Allen N. Stauffer 8/8/07

DATE

APD 8-31-07 (NA4)

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JOB DESCRIPTION AND WORKER CHARACTERISTICS

%	Job Duties in Order of Importance	Minimum Acceptable Characteristics
45	Coordinates all recruitment & staffing processes (e.g., position descriptions, hiring process, application review, personnel actions) with assigned division Human Resource Coordinators (HRCs) & provides human resources assistance; participates in recruitment & hiring activities (e.g., reviews & approves position descriptions, posts new & vacant positions, screens applications & determines if applicants meet minimum qualifications); posts new & vacant positions; reviews & approves personnel actions; assists with divisional reorganization plans (e.g., reviews class structure, ensures requested reorganization is in compliance with state classification plan & positions requiring supervision are not compromised by reorganization); maintains position description files for assigned divisions; enters tracking information into management database & prepares reports based on analyses conducted; prepares weekly activity reports; participates in revision of operating procedures; conducts job analysis using WRIPAC & other appropriate methodology in order to accurately classify positions, document Position Specific Minimum Qualifications (PSMQS) & develop content valid assessment tools.	Knowledge of 1, 2, 3, 4, 5, 6, 7, (17) interview question development; (18) assessment principles & practices Skill in 8, 9, 10, (19) use of job analysis methodologies (e.g., WRIPAC & QEE); (20) writing & reviewing position descriptions; Ability to 11, 12, 13, 14, 15, 16
10	Performs other related duties as requested: works in conjunction with Account Executives & division personnel to create & maintain agency Table of Organization (TO)(e.g., using Visio software package); supplies TO & necessary information to Office of Finance, Human Resources Division, employees & others who submit requests; assists Human Resources Administrator (HRA) & Labor Relations Officer in preparing reorganization paperwork (e.g., calculates retention points, coordinates completion of necessary personnel actions, prepares employee notifications & miscellaneous letters, prepares reports on agency restructuring as necessary); assists HRA with personnel related projects as needed (e.g., compiles statistics, prepares reports, attends meetings on behalf of agency, prepares & presents training); supervises assigned staff.	Knowledge of 1, 2, 4, 5, 6 Skill in 10, 11 Ability to 12, 13, 14, 15, 16, 17, 18, 19 *developed after employment

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JOB CODE
69915

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SIGNATURE OF AGENCY REPRESENTATIVE

DATE

Alli N. Shaeffer

8/8/07

APD 8-31-07 (AY)

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%	Job Duties in Order of Importance	Minimum Acceptable Characteristics
	<p>Position is overtime exempt.</p>	<p><u>Position Specific Minimum Qualifications</u></p> <p>24 mos. exp. interpreting & applying laws, rules & regulations relating to human resources (e.g., Ohio Revised code, collective bargaining agreements, Affirmative Action goals, Americans with Disabilities Act, Fair Labor Standards Act).</p> <p>24 mos. exp. reviewing & approving personnel action requests;</p> <p>12 mos. exp. in human resources office operations including recruitment & staffing (e.g., position descriptions, hiring process, application review, personnel actions).</p> <p>*developed after employment</p>

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SIGNATURE OF AGENCY REPRESENTATIVE

Ala. T. Stauffer

DATE

8/8/07

ARD 8-31-07 PAY