

# POSITION DESCRIPTION

OHIO DEPARTMENT OF ADMINISTRATIVE SERVICES

AGENCY  
Department of Administrative Services

DIVISION OR INSTITUTION  
Human Resources

UNIT OR OFFICE  
Office of Classification & Compensation

State Agency     County Agency     New Position     Change

County of Employment  
Franklin

USUAL WORKING TITLE OF POSITION  
Compensation Manager

POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR  
20005947 (29008.0) Assistant Deputy Director

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
30	<p>Plans, directs &amp; oversees activities of the Office of Classification &amp; Recruitment in the Human Resources Division that includes the operation &amp; direction of the Classification &amp; Assessment Unit, HMS &amp; Workforce Analysis, Recruitment/Talent Acquisition Unit, County HR Services Unit, Performance Management Unit, Assessment &amp; Performance Unit; provides administrative direction to staff engaged in maintenance of classification plans &amp; approval of proposed position specific minimum qualifications (e.g., reviews &amp; edits all draft classification specifications prior to distribution to affected agencies for comment to ensure correct format, punctuation clarity &amp; minimum qualifications are content valid, writes &amp;/or oversees preparation of rule annotations &amp; cover forms to prevent refilings due to errors, reviews or writes public hearing agenda prior to submission of printing order, oversees staff in carrying out mass mailings announcing public hearings &amp; subsequently adopted changes, oversees input of data relative to class plan changes into computer file &amp; filing of hardcopy materials tracking changes to various class plans); provides assistance to staff engaged in development &amp; management of compensation reviews mandated by collective bargaining contracts for state agencies &amp; those requested by individual agencies.</p> <p>This position is in unclassified service per section 124 11(A)(9) of Ohio Revised Code &amp; is overtime exempt.</p>	<p>Knowledge of (1) budgeting, (2) management, (3) human resources, (4) workforce planning, (5) agency policies &amp; procedures (classification policies)*, (6) government structure &amp; process (state agency table of organization &amp; operational service delivery requirements)*, (7) Ohio Revised Code Chapters 124 &amp; 4117, Ohio Administrative Code Chapter 123, Federal, 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 &amp; techniques, (9) WRIPAC job analysis methodology*, (10) Point factor analysis*, (11) Jacobs Company, Inc. &amp; Booz, Allen &amp; Hamilton, Inc. procedures for writing classification specifications &amp; minimum qualifications*, Skill in (12) operation of personal computer &amp; related hardware/software (e.g., Word, Excel, PowerPoint), Ability to: (13) research, compile &amp; organize information, (14) write meaningful &amp; accurate reports &amp; technical documents.</p> <p>*developed after employment</p>

POSITION NUMBER  
20005834 (22300.0)

JOB CODE TITLE  
Human Resources Manager 4

JOB CODE  
64634

List Position Numbers and Titles of Positions Directly Supervised:  
MAS 2: 20005836, 20005839, 20005897; HR Supv.: 20005915;  
AA 3: 20072329, 2005840; AA 4: 2005907; HRA 2: 20005909;  
HRA 3: 20005838; College Intern 20072214

SIGNATURE OF AGENCY REPRESENTATIVE

DATE

*Mitchell A. Binley*

6.13.08

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30	Formulates, establishes & implements statewide policies & procedures pertaining to classification (e.g., determines timelines & procedures for agencies to submit initial requests & supportive documentation & sets timeline & action steps to file administrative rule amendments & holds public hearings); promulgates administrative rules & holds public hearings to review any changes proposed to the classification plans; conducts quarterly review of management initiated classifications, deleting classifications, revising classifications, revising minimum qualifications; keeps abreast of proposed legislative & collective bargaining changes that affect operations to ensure compliance & to provide input for division's position (e.g., attends trainings, meetings & seminars, researches the internet to locate, read & print pertinent articles, reads human resources publications, meets with division leadership).	Knowledge of: 1, 2, 3, 4, 5*, 6*, 7, 8, 9, 10*, 11*. Skill in: 12. Ability to: 13, 14.
20	Provides technical assistance & advice to employees, personnel & human resources representatives & officials of state & county agencies & other divisions within department; supports the Office of Collective Bargaining (OCB) by conducting point-factoring evaluations & labor market reviews for pay range changes requested by unions during official contract negotiations; testifies as expert witness in mediation, fact-finding & arbitration; reviews management classification proposals affecting OCSEA/AFSCME employees with OCB prior to introduction at labor/management meetings; reviews proposed classification plans submitted to the State Personnel Board of Review from centralized personnel departments & state-supported colleges & universities that have elected to develop their own classification plans as provided by statute.	Knowledge of: 1, 2, 3, 5*, 6*, 7, 9, 10*, 11*. Skill in: 12. Ability to: 13, 14.

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*Mitchell A. Bailey*

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15	Provides administrative direction to staff engaged in conducting job audits for all exempt employees of state & county agencies & position description processing for all centralized entities; provides administrative oversight to analysts involved in conducting compliance reviews of agencies that are PD decentralized (e.g., monitors on-site review process, issues reports of findings & recommendations, reviews agency corrective action plans, monitors processing of position descriptions & job audits to ensure timely turnaround & makes assignments to ensure equal distribution of work & spot checks position descriptions & job audits to ensure consistency in interpretation of applicable classification & revisions of classification specifications to be completed); formulates, establishes & implements statewide policies & procedures pertaining to position descriptions & decentralization status.	Knowledge of: 2, 3, 4, 5*, 6*, 7, 9, 10*, 11*. Skill in: 12. Ability to: 13, 14.
5	Performs other related administrative & public relations duties as assigned (e.g., testifies at adjudicative & civil proceedings upon request-subpoena, attends in-service training & staff meetings as requested).	Knowledge of: 1, 2, 3, 4, 5*, 6*, 7, 9, 10*, 11*. Skill in: 12. Ability to: 13, 14.

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*ADD 7-22-08*

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