

STATE OF OHIO (DAS)CLASSIFICATION
SPECIFICATION**CLASSIFICATION SERIES**

Human Capital Management

SERIES NUMBER

6461

MAJOR AGENCIES

All Agencies

EFFECTIVE

02/09/2014

SERIES PURPOSE

The purpose of the Human Capital Management occupation is to perform, coordinate &/or manage human resources programs, with assignments increasing in the degree of complexity & independence as employees move through the series.

At the full performance level, incumbents perform one human resources sub-program for assigned agency, district, division or institution or, in Department of Administrative Services Human Resources Division develop technical Human Resources skills, knowledge & abilities in the performance of basic HR assignments requiring application of HR practices to make decisions which have prescribed outcomes.

At the full performance level, incumbents perform two or more human resources sub-programs for assigned agency, district, division or institution or, in Department of Administrative Services Human Resources Division complete assignments which require evaluation, selection & application of HR principles in the performance of standard HR assignments, using sound judgment to make determinations &/or recommendations.

At the advanced level, incumbents serve as human resources coordinator for agency, district, division or institution (i.e., coordinate one or more advanced human resources sub-programs, or coordinate advanced &/or non-advanced human resources sub-programs & supervise assigned staff, or manage & oversee all personnel activities for assigned institution); completes assignments characterized by analysis of materials & application of professional HR principles in the performance of complex HR assignments, independently makes complex determinations &/or recommendations based on thorough analysis of facts or, in Department of Administrative Services Human Resources Division, provide professional consultation in human resources best practices that support the state agencies, boards and/or commissions and elected officials in achieving enterprise business and strategic goals and objectives and ensures statewide consistency in the application of civil service laws, rules, collective bargaining agreements and related policies and procedures.

At the first managerial level, incumbents serve as agency human resources manager (i.e., on behalf of agency, responsibly direct implementation of human resources sub-programs), or do preceding & supervise assigned staff, or, in Department of Administrative Services Human Resources Division, independently develop & implement policies & procedures for effective oversight of one or more statewide programs, serve as liaison to agency designees to convey statewide objectives & improve agency operations in accordance with business plan, research & recommend alternatives to meet business needs, develop & implement all aspects of project management associated with program, develop effective measurements of program success, serve as consultant to agencies designing & refining processes & procedures; or, do all of preceding & supervise assigned staff.

At the second managerial level, incumbents serve as administrator of entire human resources program in small agency, or serve as assistant to Human Capital Management Administrator 2 or equivalent in medium or large agency & act for & on behalf of Administrator & in addition to one of preceding options, supervise assigned staff or in Department of Administrative Services Human Resources Division, serve as assistant to Human Capital Management Administrator 2 or equivalent (i.e., only one per major section), act for & on behalf of Administrator & assume functional responsibility for all program areas as assigned, oversee development & implementation of policy & supervise assigned staff.

At the administrative level, incumbents serve as administrator of entire human resources program in medium or large agency & supervise assigned staff, or, in Department of Administrative Services Human Resources Division, plan, direct & coordinate activities of major section, formulate & implement statewide human resources policies & programs, supervise lower-level human capital management manager &/or administrator or comparable HRD staff, report directly to deputy director of Human Resources Division, act for & on behalf of Director of Administrative Services in formulating & implementing DAS goals & objectives & carrying out activities of assigned section.

Glossary: The following terms are to be interpreted as defined wherever they appear in this document.

Human Resources Sub-Programs: Personnel Actions (e.g., creating, processing entering, filing, routing, approving & auditing for compliance; Position Descriptions (e.g., creating, processing, entering, filing, routing & approving); Workers' Compensation (e.g., tracking, processing, monitoring & entering); Disability Coordination (e.g., tracking, processing, monitoring & entering); Unemployment (e.g., tracking, processing, monitoring & entering); Health Benefits (e.g., enrolling, changing advising, informing & correcting); Selection (e.g., screening, scheduling & interviewing); Recruitment (e.g., researching, analyzing, advertising & branding); Organizational Design (e.g., maintaining table of organization, advising managers, coordinating structures analyzing needs & succession planning); FMLA (e.g., tracking, claim certification,

advising & monitoring; OIL (e.g., tracking, claim certification advising & monitoring); ADA (e.g., tracking advising & monitoring); Certification (e.g., creating lists, managing lists, coordinating usage, tracking, filing, routing, approving & processing); Performance Evaluation (e.g., coordinating, tracking, approving & advising); HR Data Management (e.g., collecting data, analyzing trends, planning workforce needs, implementing strategic human resources initiatives/action plans); Employee recognition programs (e.g., tracking, coordinating, monitoring & advising); Employee wellness programs (e.g., planning, coordinating & advising).

Advanced Human Resources Sub-Programs: Position Specific Minimum Qualification validation (e.g., coordinating Subject Matter Experts, conducting job analysis, advising managers, submission & tracking); Content-valid assessment/selection design; classification plan proposals (e.g., serving as point of contact on proposals, coordinating, editing, routing, finalizing drafts); classification plan compliance (e.g., monitoring & auditing PD decentralization/position compliance, initiating corrective action & advising); workforce planning; evaluation of workforce analytics; absence management (e.g., development of strategic initiatives to manage absenteeism, disability separations & reinstatements to return employees to work timely & in compliance with applicable regulations); human resources policy development (e.g., formulation & implementation of human resources program policies such as overtime, employee conduct, dress code).

Basic plans/projects: Designed to develop technical skills, knowledge & abilities requiring application of standard HR techniques, procedures & criteria in carrying out a sequence of human resources related tasks. Assignments have clear outcomes based on prescribed procedures.

Standard plans/projects: Assignments require evaluation, selection & application of standard HR techniques using judgment to make minor adaptations & modifications. Assignments have clear & specified objectives & require the investigation of a number of variables.

Complex plans/projects: Characterized by planning & conducting technical work requiring judgment in the independent evaluation, selection, adaptation & modification of standard techniques, procedures & criteria. Assignments inherently involve the development of new approaches to address HR outcomes.

JOB TITLE

Human Capital Management
Associate

JOB CODE

64611

PAY GRADE

08

EFFECTIVE

02/09/2014

CLASS CONCEPT

The first full performance level class works under general supervision & requires working knowledge of human resources functions & civil service laws, rules, policies & procedures in order to perform one human resources sub-program for assigned agency, district, division or institution or, in Department of Administrative Services Human Resources Division to develop technical Human Resources skills, knowledge & abilities in the performance of basic HR assignments requiring application of HR practices to make decisions which have prescribed outcomes.

JOB TITLE

Human Capital Management
Analyst

JOB CODE

64612

PAY GRADE

10

EFFECTIVE

02/09/2014

CLASS CONCEPT

The second full performance level class works under general supervision & requires considerable knowledge of human resources functions & civil service laws, rules, policies & procedures in order to perform two or more human resources sub-programs for assigned agency, district, division or institution or, in Department of Administrative Services Human Resources Division to complete assignments which require evaluation, selection & application of HR principles in the performance of standard HR assignments, using sound judgment to make determinations &/or recommendations.

JOB TITLE

Human Capital Management Senior
Analyst

JOB CODE

64613

PAY GRADE

12

EFFECTIVE

02/09/2014

CLASS CONCEPT

The advanced level class works under direction & requires thorough knowledge of human resources functions & civil service laws, rules, policies & procedures in order to serve as human resources coordinator for agency, district, division or institution (i.e., coordinate one or more advanced human resources sub-programs, or coordinate advanced &/or non-

advanced human resources sub-programs & supervise assigned staff, or manages & oversees all personnel activities for assigned institution); completes assignments characterized by analysis of materials & application of professional HR principles in the performance of complex HR assignments, independently makes complex determinations &/or recommendations based on thorough analysis of facts or in the Department of Administrative Services, Human Resources Division, provide professional consultation in human resources best practices that support the state agencies, boards and/or commissions and elected officials in achieving enterprise business and strategic goals and objectives; provides input to set statewide policy direction; assists in the administration of human resources programs at the statewide level; and ensures statewide consistency in the application of civil service laws, rules, collective bargaining agreements and related policies and procedures.

<u>JOB TITLE</u>	<u>JOB CODE</u>	<u>PAY GRADE</u>	<u>EFFECTIVE</u>
Human Capital Management Manager	64615	14	02/28/2010

CLASS CONCEPT

The first managerial level class works under general direction & requires thorough knowledge of human resources functions & civil service laws, rules, policies & procedures in order to serve as agency human resources manager (i.e., on behalf of agency, responsibly direct implementation of human resources sub-programs), or do preceding & supervise assigned staff, or, in Department of Administrative Services Human Resources Division, to independently develop & implement policies & procedures for effective oversight of one or more statewide programs, serve as liaison to agency designees to convey statewide objectives & improve agency operations in accordance with business plan, research & recommend alternatives to meet business needs, develop & implement all aspects of project management associated with program, develop effective measurements of program success, serve as consultant to agencies designing & refining processes & procedures; or, do all of preceding & supervise assigned staff.

<u>JOB TITLE</u>	<u>JOB CODE</u>	<u>PAY GRADE</u>	<u>EFFECTIVE</u>
Human Capital Management Administrator 1	64616	15	02/28/2010

CLASS CONCEPT

The second managerial level class works under general direction & requires extensive knowledge of human resources functions, civil service laws, rules, policies & procedures & supervisory principles & techniques in order to serve as administrator of entire human resources program in small agency, or to serve as assistant to Human Capital Management Administrator 2 or equivalent in medium or large agency & act for & on behalf of Administrator & in addition to one of preceding options, supervise assigned staff, or in Department of Administrative Services Human Resources Division, to serve as assistant to Human Capital Management Administrator 2 or equivalent (i.e., only one per major section), act for & on behalf of Administrator & assume functional responsibility for all program areas as assigned, oversee development & implementation of policy & supervise assigned staff.

<u>JOB TITLE</u>	<u>JOB CODE</u>	<u>PAY GRADE</u>	<u>EFFECTIVE</u>
Human Capital Management Administrator 2	64617	16	02/28/2010

CLASS CONCEPT

The third managerial level class works under administrative direction & requires extensive knowledge of human resources functions, civil service laws, rules, policies & procedures & supervisory principles & techniques in order to serve as administrator of entire human resources program in medium or large agency & supervise assigned staff, or, in Department of Administrative Services Human Resources Division, to plan, direct & coordinate activities of major section, formulate & implement statewide human resources policies & programs, supervise lower-level human capital management manager &/or administrator or comparable HRD staff, report directly to deputy director of Human Resources Division, act for & on behalf of Director of Administrative Services in formulating & implementing DAS goals & objectives & carrying out activities of assigned section.

<u>JOB TITLE</u>	<u>JOB CODE</u>	<u>B. U.</u>	<u>EFFECTIVE</u>	<u>PAY GRADE</u>
Human Capital Management Associate	64611	EX	02/09/2014	08

JOB DUTIES IN ORDER OF IMPORTANCE (These duties are illustrative only. Incumbents may perform some or all of these duties or other job-related duties as assigned.)

Performs one human resources sub-program for assigned agency, district, division, or institution (e.g., composes, processes, approves & enters personnel actions; composes, processes & approves position descriptions; tracks, processes & monitors workers' compensation, unemployment or disability benefits; enrolls & advises employees regarding health benefits; schedules interviews & participates in preliminary screening &/or interviewing of applicants; maintains tables of organization & creates & maintains succession plans; researches recruitment methods & advertises vacancies; tracks, monitors, certifies claims & advises employees regarding Family Medical Leave Act or Occupational Injury Leave; tracks, monitors compliance & advises regarding Americans with Disabilities Act; composes, manages, approves & processes certification lists; coordinates, tracks & processes, approves & advises regarding performance evaluations; plans, tracks, monitors & advises regarding employee recognition or employee wellness programs; collects & manipulates data & analyzes trends, plans workforce needs & implements strategic human resources initiatives & action plans).

OR

In DAS HRD only, develops technical Human Resources skills, knowledge & abilities in the performance of basic HR assignments requiring application of HR practices to make decisions which have prescribed outcomes (e.g., performs one non-advanced HR sub-program, through on job training, learns to perform routine professional & administrative HR support functions, approves &/or disapproves basic human resources paperwork based on prescribed practices, responds to basic inquiries from & provides technical assistance to human capital management personnel & general public, exercises limited professional HR judgment, makes decisions based on prescribed practices or other rules relating directly to issue at hand).

Assists in monitoring, preparing &/or processing forms & reports for non-primary human resources sub-programs; prepares payroll for staff &/or students; reviews & corrects step & certification rosters; prepares & routes employee evaluations; attends & gives presentations at orientation sessions for new employees; prepares Equal Employment Opportunity reports.

Responds verbally & in writing to inquiries from employees & general public; assists higher-level HCM staff or other administrative staff on special projects & reports; attends in-service meetings &/or seminars; maintains & orders supplies & forms; completes employment verification & reference forms.

MAJOR WORKER CHARACTERISTICS

Knowledge of public relations; interviewing; civil service laws, rules & regulations*; agency human resources policies & procedures*; employee benefits (e.g., workers compensation, unemployment compensation, social security, disability insurance, public employees' retirement)*; federal & state laws & rules governing fair employment practices (e.g., ADA, FMLA, EEO); technical writing; effective oral communication. Skill in operation of personal computer. Ability to define problems, collect data, establish facts & draw valid conclusions; calculate fractions, decimals & percentages; interview job applicants effectively; gather, collate & classify information about data, people or things; handle sensitive inquiries from & contacts with officials & general public; prepare meaningful, concise & accurate reports.

(*)Developed after employment.

MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT

4 courses or 12 mos. exp. in human resources.

-Or equivalent of Minimum Class Qualifications For Employment noted above.

TRAINING AND DEVELOPMENT REQUIRED TO REMAIN IN THE CLASSIFICATION AFTER EMPLOYMENT

Not applicable.

UNUSUAL WORKING CONDITIONS

May require travel.

<u>JOB TITLE</u>	<u>JOB CODE</u>	<u>B. U.</u>	<u>EFFECTIVE</u>	<u>PAY GRADE</u>
Human Capital Management Analyst	64612	EX	02/09/2014	10

JOB DUTIES IN ORDER OF IMPORTANCE (These duties are illustrative only. Incumbents may perform some or all of these duties or other job-related duties as assigned.)

Performs two or more human resources sub-programs for assigned agency, district, division or institution (e.g., composes, processes, approves & enters personnel actions; composes, processes & approves position descriptions; tracks, processes & monitors workers' compensation, unemployment or disability benefits; enrolls & advises employees regarding health benefits; schedules interviews & participates in preliminary screening &/or interviewing of applicants; maintains tables of organization & creates & maintains succession plans; researches recruitment methods & advertises vacancies; tracks, monitors, certifies claims & advises employees regarding Family Medical Leave Act or Occupational Injury Leave; tracks, monitors compliance & advises regarding Americans with Disabilities Act; composes, manages, approves & processes certification lists; coordinates, tracks & processes, approves & advises regarding performance evaluations; plans, tracks, monitors & advises regarding employee recognition or employee wellness programs; collects & manipulates data & analyzes trends, plans workforce needs & implements strategic human resources initiatives & action plans).

OR

In DAS HRD only, completes assignments which require evaluation, selection & application of HR principles in the performance of standard HR assignments, using sound judgment to make determinations &/or recommendations (e.g., performs two or more non-advanced HR sub-programs, assists higher level human capital management personnel in performing & learns to perform advanced HR sub-programs, makes determinations &/or recommendations which are not obvious based on prescribed practices).

Assists in monitoring, preparing &/or processing forms & reports for non-primary human resources sub-programs, oversees preparation of payroll; reviews & corrects step & certification rosters; prepares & routes employee evaluations; attends & gives presentations at orientation sessions for new employees; prepares Equal Employment Opportunity reports; conducts research & provides information to assist in preparation of budget projections for human resources costs; serves as coordinator for job audit requests &/or appeals; advises & assists employees in applying for training programs; represents agency at human resources &/or training meetings; reviews & recommends changes to policies for compliance with human resources rules & regulations.

Attends hearings as management representative; serves on committees; responds to inquiries from employees & general public; assists higher-level HCM staff or other administrative staff on special projects & reports; serves as job audit grievance officer; prepares related records & reports; maintains human resources records for all employees; completes & submits bi-weekly payroll; responds to correspondence from employees.

MAJOR WORKER CHARACTERISTICS

Knowledge of civil service laws, rules & regulations; agency human resources policies & procedures*; employee benefits (e.g., workers compensation, unemployment compensation, social security, disability insurance, public employees' retirement)*; federal & state laws & rules governing fair employment practices (e.g., ADA, FMLA, EEO); interviewing; public relations; human resources training & development*; technical writing; effective oral communication. Skill in operation of personal computer. Ability to define problems, collect data, establish facts & draw valid conclusions; calculate fractions, decimals & percentages; prepare meaningful, concise & accurate reports; gather, collate & classify information about data, people or things; handle sensitive inquiries from & contacts with officials & general public.

(*)Developed after employment.

MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT

Completion of undergraduate core program in human resources, business or public administration.

-Or 2 yrs. exp. in human resources.

-Or 1 yr. exp. as Human Capital Management Associate, 64611.

-Or equivalent of Minimum Class Qualifications For Employment noted above.

TRAINING AND DEVELOPMENT REQUIRED TO REMAIN IN THE CLASSIFICATION AFTER EMPLOYMENT

Not applicable.

UNUSUAL WORKING CONDITIONS

May require travel.

<u>JOB TITLE</u>	<u>JOB CODE</u>	<u>B. U.</u>	<u>EFFECTIVE</u>	<u>PAY GRADE</u>
Human Capital Management Senior Analyst	64613	EX	02/09/2014	12

JOB DUTIES IN ORDER OF IMPORTANCE (These duties are illustrative only. Incumbents may perform some or all of these duties or other job-related duties as assigned.)

Serves as human resources coordinator for agency, district, division or institution & coordinates one or more advanced human resources sub-programs (e.g., coordinates Subject Matter Experts & conducts job analysis for development of Position Specific Minimum Qualifications &/or assessments & selection instruments; serves as point of contact for class plan proposals by coordinating changes & developing draft classification specifications; coordinates class plan compliance/audits; develops strategic initiatives to manage absenteeism, disability separations & reinstatements to return employees to work timely & in compliance with applicable regulations; workforce planning; evaluation of workforce analytics; formulates & implements human resources program policies such as overtime, employee conduct, dress code); completes assignments characterized by analysis of materials & application of professional HR principles in the performance of complex HR assignments, independently makes complex determinations &/or recommendations based on thorough analysis of facts).

OR

Serves as human resources coordinator for agency, district, division or institution & coordinates advanced &/or non-advanced human resources sub-programs & supervises assigned staff; completes assignments characterized by analysis of materials & application of professional HR principles in the performance of complex HR assignments, independently makes complex determinations &/or recommendations based on thorough analysis of facts

OR

Manages & oversees all personnel activities for assigned institution; completes assignments characterized by analysis of materials & application of professional HR principles in the performance of complex HR assignments, independently makes complex determinations &/or recommendations based on thorough analysis of facts

OR

In DAS HRD only, provides professional consultation in human resources best practices that support the state agencies, boards and/or commissions and elected officials in achieving enterprise business and strategic goals and objectives; provides input to set statewide policy direction; assists in the administration of human resources programs at the statewide level; and ensures statewide consistency in the application of civil service laws, rules, collective bargaining agreements and related policies and procedures (e.g., independently makes complex determinations &/or recommendations based on thorough analysis of facts; develops and maintains productive collaborative work relationships with agencies, boards and/or commissions and elected officials; assesses and responds to apparent and underlying needs; develops practices in context of agency, boards' and/or commissions' and elected officials needs and in alignment with the State of Ohio's best interests and advises human resources staff regarding decisions that are impacted by laws, policies, and procedures; researches, facilitates, develops and documents innovative solutions to statewide human resources issues tailored to the requirements of the agency, board and/or commission and elected official; plans, develops, evaluates, improves, and communicates methods and techniques for benefits administration, talent management, HRD policy, HR operations, and learning and professional development).

Performs human resources sub-programs for assigned agency, district, division or institution as needed (e.g., composes, processes, approves & enters personnel actions; composes, processes & approves position descriptions; tracks, processes & monitors workers' compensation, unemployment or disability benefits; enrolls & advises employees regarding health benefits; schedules interviews & participates in preliminary screening &/or interviewing of applicants; maintains tables of organization & creates & maintains succession plan; researches recruitment methods & advertises vacancies; tracks, monitors, certifies claims & advises employees regarding Family Medical Leave Act or Occupational Injury Leave; tracks, monitors compliance & advises regarding Americans with Disabilities Act; composes, manages, approves & processes certification lists; coordinates, tracks & processes, approves & advises regarding performance evaluations; plans, tracks, monitors & advises regarding employee recognition or employee wellness programs; collects & manipulates data & analyzes trends, plans workforce needs & implements strategic human resources initiatives & action plans).

Performs related administrative duties (e.g., prepares reports & correspondence; monitors sick leave usage for negative trends; maintains &/or oversees human resources records; prepares personal service contracts &/or proposals; assists in development of human resources policies & procedures; acts as administrative designee at pre-disciplinary conferences & prepares recommendations; advises & counsels employees & management on human resources practices; provides

supervisory training; prepares cost projections & assists in preparing budget; researches & drafts responses to EEO complaints; reviews proposed legislation & advises regarding impact).

Serves as management representative at unemployment, workers' compensation &/or board of review hearings; delivers presentations regarding new or revised rules or procedures; attends meetings, conferences &/or workshops; conducts staff meetings; gives presentations at employee orientations; conducts hearings on performance evaluation reviews.

MAJOR WORKER CHARACTERISTICS

Knowledge of labor relations*; workforce planning; government structure & process; civil service laws, rules & regulations; agency human resources policies & procedures*; public relations; human resources training & development; employee benefits (e.g., workers' compensation, unemployment compensation, disability insurance, social security, public employees' retirement)*; federal & state laws & rules governing fair employment practices (e.g., ADA, FMLA, EEO); interviewing; technical writing; supervisory principles/techniques*. Skill in operation of personal computer. Ability to complete statistical analysis; define problems, use proper research methods to collect data; establish facts & draw valid conclusions; calculate fractions, decimals & percentages; gather, collate & classify information about data, people or things; handle sensitive inquiries from & contacts with officials & general public; prepare meaningful, concise & accurate reports.

(*)Developed after employment.

MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT

Completion of undergraduate core program in human resources, business or public administration; 12 mos. exp. in human resources.

-Or 3 yrs. exp. in human resources.

-Or 1 yr. exp. as Human Capital Management Analyst, 64612.

-Or equivalent of Minimum Class Qualifications For Employment noted above.

TRAINING AND DEVELOPMENT REQUIRED TO REMAIN IN THE CLASSIFICATION AFTER EMPLOYMENT

Not applicable.

UNUSUAL WORKING CONDITIONS

May require travel.

<u>JOB TITLE</u>	<u>JOB CODE</u>	<u>B. U.</u>	<u>EFFECTIVE</u>	<u>PAY GRADE</u>
Human Capital Management Manager	64615	EX	02/28/2010	14

JOB DUTIES IN ORDER OF IMPORTANCE (These duties are illustrative only. Incumbents may perform some or all of these duties or other job-related duties as assigned.)

Serves as agency human resources manager & on behalf of agency, responsibly directs implementation of human resources sub-programs (e.g., advises lower-level HCM staff on complex questions &/or issues related to human resources sub-programs; advises department heads regarding corrections of human resources policy deficiencies & prescribes corrective action; confers with department heads to determine human resources needs & classification issues; advises directors, department heads, district &/or local office managers on classification & salary matters; interprets human resources policies & rules; provides technical advice regarding civil service, employment law & human resources policies &/or programs; represents agency before State Personnel Board of Review, or other hearings; responds to complex inquiries from applicants & general public; participates on committees involved in researching & developing new programs or procedures or to revise existing ones; represents agency in various adjudicative or judicial proceedings; conducts administrative hearings &/or investigations; provides information to public & other governmental agencies as warranted; maintains on-going communications with other state agencies & departmental divisions), or does preceding & supervises assigned staff.

OR

In Department of Administrative Services Human Resources Division, independently develops & implements policies & procedures for effective oversight of one or more statewide programs, serves as liaison to agency designees to convey statewide objectives & improves agency operations in accordance with business plan, researches & recommends alternatives to meet business needs, develops & implements all aspects of project management associated with program, develops effective measurements of program success, serves as consultant to agencies designing & refining processes & procedures; or, does all of preceding & supervises assigned staff.

Prepares &/or oversees preparation of various documentation (e.g., prepares human resources related correspondence for deputy director, director or other administrative superior submitted from other offices &/or employees; reviews responses & reports of subordinates; establishes &/or oversees office recordkeeping, timekeeping & other support activities; replies to surveys & telephone inquiries; prepares various human resources status reports & studies; receives training on initial & on-going basis in areas of human resources, labor relations/collective bargaining, human resources development, quality initiatives, EEO & other related areas to keep current of changes in policies, procedures & laws & their impact on assigned area; develops survey instruments, manuals & publications; conducts interviews, orientation, regular staff meetings & training as needed; prepares required administrative & confidential reports, forms & correspondence).

MAJOR WORKER CHARACTERISTICS

Knowledge of business/human resources/public administration; civil service laws, rules, policies & procedures & provisions of collective bargaining contracts; supervisory principles/techniques; public relations; budgeting; federal & state laws & rules governing fair employment practices (e.g., ADA, FMLA, EEO). Skill in use of personal computer*. Ability to deal with many variables & determine specific action; define problems, collect data, establish facts & draw valid conclusions; develop complex reports & position papers; handle sensitive inquiries from & contacts with officials & general public; gather, collate & classify information about data, people or things; establish friendly atmosphere as supervisor.

(*)Developed after employment.

MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT

Completion of undergraduate core program in human resources, business or public administration; 24 mos. exp. in human resources which included 12 mos. exp. in supervisory &/or management principles & techniques.

-Or 4 yrs. exp. in human resources.

-Or 12 mos. exp. as Human Capital Management Senior Analyst, 64613.

-Or equivalent of Minimum Class Qualifications For Employment noted above.

TRAINING AND DEVELOPMENT REQUIRED TO REMAIN IN THE CLASSIFICATION AFTER EMPLOYMENT

Not applicable.

UNUSUAL WORKING CONDITIONS

May require travel.

<u>JOB TITLE</u>	<u>JOB CODE</u>	<u>B. U.</u>	<u>EFFECTIVE</u>	<u>PAY GRADE</u>
Human Capital Management Administrator 1	64616	EX	02/28/2010	15

JOB DUTIES IN ORDER OF IMPORTANCE (These duties are illustrative only. Incumbents may perform some or all of these duties or other job-related duties as assigned.)

Serves as administrator of entire human resources program in small agency & supervises assigned staff (e.g., provides technical advice, assistance & consultation to agency managers &/or human resources staff; meets with agency staff regarding human resources programs & concerns; assists agencies in finding solutions to problems & administering & improving programs; develops & presents or directs development & presentation of training programs; participates on labor management & inter-agency committees established to deal with human resources issues &/or to develop/revise policies, processes & programs; provides expert testimony at legislative, State Personnel Board of Review, arbitration & other hearings; provides information to public & private organizations, government officials & general public; makes presentations to agency staff, professional organizations &/or public; responds to inquiries from other states & organizations regarding programs & policies).

OR

Serves as assistant to Human Capital Management Administrator 2, 64617, or equivalent in medium or large agency, acts for & on behalf of Administrator & supervises assigned staff (e.g., advises Human Capital Management Administrator 2, director & assistant or deputy director concerning human resources &/or fiscal policies & procedures & resolves complex & controversial matters; supervises &/or conducts investigations of employee complaints & grievances to recommend or authorize resolution; conducts administrative hearings for proposed disciplinary action; acts as liaison between agency & other governmental agencies; represents agency at legislative hearings, adjudicative or civil proceedings &/or other meetings & proceedings; plans, directs & administers multiple statewide human resources sub-programs; ensures operations are in compliance with civil service regulations & collective bargaining agreements).

OR

In Department of Administrative Services Human Resources Division, serves as assistant to Human Capital Management Administrator 2 or equivalent (i.e., only one per major section), acts for & on behalf of Administrator & assumes functional responsibility for all program areas as assigned, oversees development & implementation of policy & supervises assigned staff.

Performs related administrative work (e.g., establishes & maintains or supervises maintenance of record keeping systems; conducts library, survey & internet research; reads professional publications & participates in activities of professional organizations; develops or directs development of survey instruments, manuals & other publications; attends meetings, conferences, seminars & training sessions to keep abreast of changes in human resources policies, rules, procedures, laws, collective bargaining agreements & human resources trends; prepares required administrative &/or confidential correspondence & reports, forms & correspondence; attends meetings &/or training sessions to keep current of changes in laws, rules & procedures affecting assigned operations).

MAJOR WORKER CHARACTERISTICS

Knowledge of business/human resources/public administration; civil service laws, rules, policies & procedures & provisions of collective bargaining contracts; supervisory principles/techniques; public relations; budgeting; federal & state laws & rules governing fair employment practices (e.g., ADA, FMLA, EEO). Skill in use of personal computer*. Ability to deal with many variables & determine specific actions; define problems, collect data, establish facts & draw valid conclusions; develop complex reports & position papers; handle sensitive inquiries from & contacts with officials & general public; gather, collate & classify information about data, people or things; establish friendly atmosphere as supervisor.

(*)Developed after employment.

MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT

Completion of graduate core program in human resources, business or public administration; 24 mos. exp. in human resources management or administration which included 18 mos. exp. in supervisory &/or managerial principles & techniques.

-Or Completion of undergraduate core program in human resources, business or public administration; 36 mos. exp. in human resources management or administration which included 18 mos. exp. in supervisory &/or managerial principles & techniques.

-Or 12 mos. exp. as Human Capital Management Manager, 64615.

-Or equivalent of Minimum Class Qualifications For Employment noted above.

TRAINING AND DEVELOPMENT REQUIRED TO REMAIN IN THE CLASSIFICATION AFTER EMPLOYMENT

Not applicable.

UNUSUAL WORKING CONDITIONS

May require travel.

<u>JOB TITLE</u>	<u>JOB CODE</u>	<u>B. U.</u>	<u>EFFECTIVE</u>	<u>PAY GRADE</u>
Human Capital Management Administrator 2	64617	EX	02/28/2010	16

JOB DUTIES IN ORDER OF IMPORTANCE (These duties are illustrative only. Incumbents may perform some or all of these duties or other job-related duties as assigned.)

Serves as administrator of entire human resources program in medium or large agency & supervises assigned staff (e.g., plans, directs & coordinates entire agency human resources program; assesses agency human resources needs & researches or directs research of federal mandates; develops & implements long & short range, agency-wide human resources plans; establishes human resources goals & timelines & monitors progress; projects staffing needs & develops & implements staffing plans; develops & implements policies & procedures affecting agency-wide human resources program & ensures all operations are in compliance with civil service laws & collective bargaining agreements).

OR

In Department of Administrative Services Human Resources Division, plans, directs & coordinates activities of major section, formulates & implements statewide human resources policies & programs, supervises lower-level human capital management manager &/or administrator or comparable HRD staff, reports directly to deputy director of Human Resources Division, acts for & on behalf of Director of Administrative Services in formulating & implementing DAS goals & objectives & carrying out activities of assigned section.

Advises director & assistant or deputy director concerning human resources policies & procedures & resolves complex & controversial matters; supervises &/or conducts investigations of employee complaints & grievances to recommend or authorize, resolution; conducts administrative hearings for proposed disciplinary action; acts as liaison between agency & other governmental agencies; represents agency at legislative hearings, adjudicative or civil proceedings &/or other meetings & proceedings.

Performs related administrative work (e.g., directs establishment & maintenance of agency record keeping systems; reads professional publications & participates in activities of professional organizations; prepares correspondence & reports; participates as member of inter-agency committees to develop/revise policies, procedures &/or programs; conducts research & special projects; prepares required administrative & confidential reports, forms & correspondence; attends meetings &/or training sessions to keep current of changes in laws, rules & procedures affecting assigned operations).

MAJOR WORKER CHARACTERISTICS

Knowledge of business/human resources/public administration; civil service laws, rules, policies & procedures & provisions of collective bargaining contracts*; supervisory principles/techniques; public relations; workforce planning; budgeting; federal & state laws & rules governing fair employment practices (e.g., ADA, FMLA, EEO). Skill in use of personal computer*. Ability to deal with many variables & determine specific actions; define problems, collect data, establish facts & draw valid conclusions; develop complex reports & position papers; handle sensitive inquiries from & contacts with general public; gather, collate & classify information about data, people or things; establish friendly atmosphere as supervisor of work unit/section.

(*)Developed after employment.

MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT

Completion of graduate core program in human resources, business or public administration; 30 mos. exp. in human resources management or administration, which included 24 mos. exp. in supervisory &/or managerial principles & techniques.

-Or Completion of undergraduate core program in human resources, business or public administration; 42 mos. exp. in human resources administration or management or human resources which included 24 mos. exp. in supervisory &/or managerial principles & techniques.

-Or 12 mos. exp. as Human Capital Management Administrator 1, 64616.

-Or 24 mos. exp. as Human Capital Management Manager, 64615.

-Or equivalent of Minimum Class Qualifications For Employment noted above.

TRAINING AND DEVELOPMENT REQUIRED TO REMAIN IN THE CLASSIFICATION AFTER EMPLOYMENT

Not applicable.

UNUSUAL WORKING CONDITIONS

May require travel.