

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

Human Resources Manager

SERIES NO.:

6463

MAJOR AGENCIES:

DAS, HRD only

EFFECTIVE DATE:

04/26/2009

SERIES PURPOSE:

The purpose of the human resources manager occupation is to plan & direct the activities of one or more statewide human resources programs or operating units or sections, to supervise the activities of human resources analysts &/or lower-level managers & to formulate and implement statewide human resources policies, programs & procedures.

In Ohio Department of Administrative Services (i.e., DAS), Human Resources Division, employees plan, direct & coordinate the activities of a major section, supervise lower-level human resources analysts & human resources manager/human resources analyst supervisor or comparable HRD staff, have significant responsibility for human resources planning, policy & development respectively & directly report to deputy director.

JOB TITLE

Human Resources Manager 4

JOB CODE

64634

PAY GRADE

16

EFFECTIVE

04/26/2009

CLASS CONCEPT:

The managerial level class works under administrative direction & requires thorough knowledge of business/human resources/public administration, civil service laws, rules, policies & procedures & provisions of collective bargaining contracts & supervisory principles/techniques in order to plan, direct & coordinate activities of major section, formulate & implement statewide human resources policies & programs, supervise human resources analysts & lower-level human resources manager/human resources analyst supervisor or comparable HRD staff & report directly to deputy director.

<u>JOB TITLE</u>	<u>JOB CODE</u>	<u>B. U.</u>	<u>EFFECTIVE</u>	<u>PAY GRADE</u>
Human Resources Manager 4	64634	EX	04/26/2009	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.)

In DAS' Human Resources Division, administers major section (e.g., assesses agency human resources needs & researches or directs research of federal mandates & public & private sector human resources trends; develops & implements long & short range, statewide human resources plans; formulates & implements or directs development & implementation of statewide policies & programs; establishes section goals & timelines & monitors progress; develops section budget, establishes fiscal controls & monitors expenditures; projects staffing needs & develops & implements staffing plans), supervises lower-level human resources manager/human resources analyst supervisor, human resources analysts &/ or comparable HRD staff assigned to section to include developing performance improvement plans & directing & monitoring employee development & reports directly to deputy director.

Provides advanced technical advice, assistance & consultation to agency directors, managers &/or human resources administrators; meets with agency personnel to discuss human resources programs & specific concerns & to resolve issues; testifies at legislative, State Personnel Board of Review, arbitration & other hearings; makes presentations to agency administrators, professional groups & general public.

Performs related administrative work (e.g., directs establishment & maintenance of record keeping systems); reads professional publications & participates in activities of professional organizations; operates personal computer to generate documents & access information; prepares correspondence & reports; participates as member of inter-agency committees to develop/revise policies, procedures &/or programs.

MAJOR WORKER CHARACTERISTICS:

Knowledge of business/human resources/public administration; civil service laws, rules, policies & procedures & provisions of collective supervisory principles/techniques; speech & effective communication techniques; public relations; manpower planning; collective bargaining*; budgeting. Skill in use of personal computer*. Ability to deal with large number of variables & determine specific actions; define problems, collect data, establish facts & draw valid conclusions; write complex reports & position papers; counsel or exhort others on sensitive/controversial matters; 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 business/human resources/public administration; 30 mos. exp. in human resources management or administration, which included 24 mos. esp. in supervisory &/or managerial principles & techniques.

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

-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.