

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

Human Capital Management

SERIES NUMBER

6991

MAJOR AGENCIESAll Agencies excluding Department of Administrative Services'
Human Resources Division**EFFECTIVE**

01/21/2007

SERIES PURPOSE

The purpose of the Human Capital Management occupation is to perform, coordinate &/or manage human resources programs.

At the developmental level, incumbents perform one human resources sub-program for assigned agency, district, division or institution.

At the full performance level, incumbents perform two or more human resources sub-programs for assigned agency, district, division or institution.

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).

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.

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 & in addition to one of preceding options, supervise assigned staff.

At the administrative level, incumbents serve as administrator of entire human resources program in medium or large agency & supervise assigned staff.

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

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; Ohio Administrative Code rule changes (e.g., annotating, filing administrative rules & attachments in compliance with Ohio Revised Code Chapter 119); 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); 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).

Note: This series is not available for use in Department of Administrative Services' Human Resources Division. See Human Resources Analyst, 6461.

CLASS TITLEHuman Capital Management
Associate**CLASS NUMBER**

69911

PAY RANGE

08

EFFECTIVE

01/21/2007

CLASS CONCEPT

The developmental 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.

<u>CLASS TITLE</u>	<u>CLASS NUMBER</u>	<u>PAY RANGE</u>	<u>EFFECTIVE</u>
Human Capital Management Analyst	69912	10	01/21/2007

CLASS CONCEPT

The 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.

<u>CLASS TITLE</u>	<u>CLASS NUMBER</u>	<u>PAY RANGE</u>	<u>EFFECTIVE</u>
Human Capital Management Senior Analyst	69913	12	01/21/2007

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).

<u>CLASS TITLE</u>	<u>CLASS NUMBER</u>	<u>PAY RANGE</u>	<u>EFFECTIVE</u>
Human Capital Management Manager	69915	14	01/21/2007

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.

<u>CLASS TITLE</u>	<u>CLASS NUMBER</u>	<u>PAY RANGE</u>	<u>EFFECTIVE</u>
Human Capital Management Administrator 1	69916	15	01/21/2007

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 & in addition to one of preceding options, supervise assigned staff.

<u>CLASS TITLE</u>	<u>CLASS NUMBER</u>	<u>PAY RANGE</u>	<u>EFFECTIVE</u>
Human Capital Management Administrator 2	69917	16	01/21/2007

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.

<u>CLASS TITLE</u>	<u>CLASS NUMBER</u>	<u>B. U.</u>	<u>EFFECTIVE</u>	<u>PAY RANGE</u>
Human Capital Management Associate	69911	EX	01/21/2007	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).

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>CLASS TITLE</u>	<u>CLASS NUMBER</u>	<u>B. U.</u>	<u>EFFECTIVE</u>	<u>PAY RANGE</u>
Human Capital Management Analyst	69912	EX	01/21/2007	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).

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, 69911.

-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>CLASS TITLE</u>	<u>CLASS NUMBER</u>	<u>B. U.</u>	<u>EFFECTIVE</u>	<u>PAY RANGE</u>
Human Capital Management Senior Analyst	69913	EX	01/21/2007	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; formulates & implements human resources program policies such as overtime, employee conduct, dress code);

OR

Serves as human resources coordinator for agency, district, division or institution & coordinates advanced &/or non-advanced human resources sub-programs & supervises assigned staff.

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 civil service laws, rules & regulations; agency human resources policies & procedures*; 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 define problems, 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, 69912.

-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>CLASS TITLE</u>	<u>CLASS NUMBER</u>	<u>B. U.</u>	<u>EFFECTIVE</u>	<u>PAY RANGE</u>
Human Capital Management Manager	69915	EX	01/21/2007	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.

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, 69913.

-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.

CLASS TITLE	CLASS NUMBER	B. U.	EFFECTIVE	PAY RANGE
Human Capital Management Administrator 1	69916	EX	01/21/2007	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, 69917, or equivalent in medium or large agency & 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).

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, 69915.

-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>CLASS TITLE</u>	<u>CLASS NUMBER</u>	<u>B. U.</u>	<u>EFFECTIVE</u>	<u>PAY RANGE</u>
Human Capital Management Administrator 2	69917	EX	01/21/2007	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).

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, 69916.

-Or 24 mos. exp. as Human Capital Management Manager, 69915.

-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.