



STATE OF OHIO
 Public Defender Commission
 250 East Broad Street - Suite 1400
 Columbus, OH 43215
 (614) 466-5394
<http://opd.ohio.gov>

Invites applications for the position of:

HUMAN CAPITAL MANAGEMENT ADMINISTRATOR 1

An Equal Opportunity Employer

PN: HCM-20003144-0218

Job Type: Full-time, Permanent, Unclassified

Location: Franklin County

Promotional Bid:

unclassified position (may include promotion, transfer or demotion)

Job Location: 250 E. Broad St., 14th Floor, Columbus, Ohio

Division:

Opening Date: Fri. 02/23/18

Closing Date/Time: Sun. 03/11/18 11:59 PM Eastern Time

Pay Range: 15

Hours of work: 8:00

AM - 5:00 PM

Salary:

\$68,744.00 - \$98,196.80 Annually \$33.05 - \$47.21 Hourly

Job Duties:

It is the mission of the Office of the Ohio Public Defender (OPD) to protect the rights of indigent persons throughout Ohio by providing quality representation and leadership in the criminal and juvenile justice systems.

OPD seeks a Human Resources Director to lead our Human Capital Management (HCM) Department. The Human Resources Director has strategic and functional responsibilities for all aspects of the HCM program. The selected candidate will ensure that the agency's strategic plan, mission, vision and values* are communicated to the HCM team and integrated into the department's goals, objectives, work plans, and services.

- As an HCM administrator and working manager, oversees the HCM operations; including, but not limited to, the following: recruitment and selection, compensation and benefits, compliance, performance management, agency/department policies, training and development, safety, labor relations, and workforce and succession planning
- Directly supervises assigned staff; assigns and approves work product, prioritizes and approves work schedules; conducts department and one-on-one meetings, responds to questions and concerns; disseminates and interprets policies and procedures using best practices; resolves problems; provides coaching and training; and timely completes performance reviews
- Serves as an advocate for agency employees in matters related to HCM
- Attends meetings and serves on committees to disseminate information, and helps to direct, lead, and promote unity and collaboration in and amongst the agency's departments and with outside stakeholders

- Provides guidance to administrative and supervisory staff in HCM matters relating to difficult or sensitive situations
- Ensures understanding and compliance with state directives*, union contracts*, federal, state, and local HCM related legislation, and provides recommendations and/or implements changes as necessary
- Supports division and department managers in the management of financial strategies by estimating, forecasting, and anticipating requirements, trends, and variances; develops action plans; measures and analyzes results; initiates corrective action; minimizes the impact of variances.

(*) Developed after employment

Minimum Qualifications:

Completion of graduate core program in human resources, business or public administration; 24 months' experience in human resources management or administration which included 18 months' experience in supervisory and/or managerial principles and techniques.

-Or Completion of undergraduate core program in human resources, business or public administration; 36 months' experience in human resources management or administration which included 18 months' experience in supervisory and/or managerial principles and techniques.

-Or 12 months' experience as Human Capital Management Manager, 64615.

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

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.

Supplemental Information:

Working Conditions:

Work hours are generally 8 a.m. to 5 p.m., subject to necessary modification for travel or work deadlines.

Comments:

Previous State of Ohio HR experience preferred.

All final applicants tentatively selected for this position will be required to submit to urinalysis to test for illegal drug use prior to appointments. An applicant with a positive test shall not be offered employment.

Intentional omission of relevant information, falsification, or misrepresentation of information on the application will disqualify the applicant. In Addition, such intentional acts are grounds for immediate termination of an employee.

The final candidate selected for the position will be required to undergo a criminal background

check. Criminal convictions do not necessarily preclude an applicant from consideration for a position. An individual assessment of an applicant's prior criminal convictions will be made before excluding an applicant from consideration.

This position serves in a fiduciary relationship to the Ohio Public Defender and has an unclassified status. Unclassified per O.R.C. §124.11 (A) (9).

***IMPORTANT NOTE: If attaching a document that contains your SSN, please redact SSN before attaching it to your application.**

The State of Ohio is an Equal Opportunity Employer and does not discriminate on the basis of race, color, national origin, sex, sexual orientation, genetic information, religion, age, disability or military status in employment or provision of services.

When contacted for an interview, an applicant who requires special accommodations, due to a disability, should notify the office so that proper arrangements can be made.

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Human Capital Management Administrator 1
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