

From: [Mills, Donald](#)
To: [Orahood, Traci](#)
Cc: [Sorgini, Keary](#)
Subject: RE: HR PD's
Date: Friday, October 31, 2014 2:47:45 PM
Attachments: [PD20045674 Human Capital Mgt Mgr 103114.pdf](#)
[PD20045675 Hum Cap Mgt Mgr 103114.pdf](#)

Okay, thanks.

I have incorporated those changes and have the 2 finalized PD's attached.

From: Orahood, Traci
Sent: Friday, October 31, 2014 2:32 PM
To: Mills, Donald
Subject: RE: HR PD's

Here are my edits.

Traci L. Orahood
Human Resources Director
Traci.Orahood@agri.ohio.gov
p: 614-466-5339 [REDACTED]



From: Mills, Donald
Sent: Friday, October 31, 2014 10:08 AM
To: Orahood, Traci
Subject: RE: HR PD's

Traci,

Attached is the draft PD for me. Please take a look and let me know if you would like to meet to discuss it. I incorporated the things that I put on the EEO Officer responsibility document that I sent you last week that will be submitted with the Affirmative Action plan.

Please feel free to make edits as you see necessary using track changes – or, if you're interested in meeting, I would like to meet as early as possible today so that I can get this finalized by close of business.

Thanks,
Donald

From: Orahood, Traci
Sent: Wednesday, October 29, 2014 4:51 PM
To: Mills, Donald
Subject: HR PD's

Donald,

I would like to have finalized and updated PD's on everyone in HR. Below is the order and due dates. Please schedule meetings with either Keary or I if you have questions regarding job

Exhibit 5

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duties.

- | | |
|--|--|
| 1. HCM Managers | Due: Friday, October 31 st close of business. |
| 2. HCM Sr. Analysts
business. | Due: Tuesday, November 4 th close of |
| 3. HCM Analyst & Customer Service
business. | Due: Thursday, November 6 th close of |
| 4. HCM Administrator
business. | Due: Monday, November 10 th close of |

Thanks,

Traci L. Orahood

Human Resources Director

Traci.Orahood@agri.ohio.gov

p: 614-466-5339 [REDACTED]





Position Description for
Ohio Department Of Agriculture

POSITION NUMBER

20045675 (22)

DEPARTMENT NUMBER: AGR104000	U	AGENCY: AGRICULTURE
CLASS NUMBER: 64615		DIVISION: HUMAN RESOURCES
CLASS TITLE: HUMAN CAPITAL MANAGEMENT MANAGER		SECTION: HUMAN RESOURCES
WORKING TITLE: HUMAN CAPITAL MANAGEMENT MANAGER		COUNTY OF EMPLOYMENT: LICKING
APPT TYPE: Full Time Permanent <input checked="" type="checkbox"/> Classified <input type="checkbox"/> Unclassified	<input type="checkbox"/> OT Eligibl	<input checked="" type="checkbox"/> OT Exempt Exempt Type: Administrative
ACTION: <input type="checkbox"/> New Position <input checked="" type="checkbox"/> Update <input type="checkbox"/> Renumbr <input type="checkbox"/> Reclass		
POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR: 20045649 HUMAN CAPITAL MANAGEMENT ADM <input type="checkbox"/> Organization Tree Link		
NORMAL WORKING HOURS (Explain unusual or rotating shift)		
FROM: 08:00 AM	TO: 05:00 PM	THIS POSITION IS OVERTIME EXEMPT.

%	Job Duties in Order of Importance	Knowledge, Skills & Abilities
40	Serves as Ohio Department of Agriculture's (ODAs) human resources manager & responsibly directs implementation of human resources sub-programs (i.e., recruitment & staffing, OAKS position management, personnel actions, workers' compensation, disability coordination, unemployment, benefits administration, payroll, FMLA, , absence management) & supervises assigned staff: interprets & applies laws, rules & regulations relating to human resources (e.g., union contracts, Ohio Revised Code, Ohio Administrative Code, US Department of Labor Federal Regulations, Fair Labor Standards Act, Equal Employment Opportunity Act, Americans with Disability Act); serves as point of contact for agency recruitment/staffing needs, payroll, benefits, & disability (e.g., coordinates vacancy announcements, reviews/approves interview questions, deploys & promotes effective recruitment & selection process); uses knowledge of general human resource management principles to make recommendations to enhance efficiency, standardization & automation of daily personnel processing functions (e.g., job posting process, application review process, payroll process, disability process, FMLA process, interview & selection process); responds to inquiries from employees regarding internal HR policies, procedures &/or ODA work rules relating to HR program assignments;; evaluates work product; provides guidance & oversight in assigned HR program areas; evaluates employee performance; ensures accountability & accuracy of employment processing activities to include (e.g., workforce demographics, applicant tracking, employee department records, labor wages & hours); conducts extensive research using multiple sources (e.g., ORC, OAC, periodicals, Internet, OAKS system).	Knowledge of: 1) civil service laws, rules & regulations; 2) agency human resources policies & procedures*; 3) human resources training & development; 4) employee benefits (e.g., workers' compensation, unemployment compensation, disability insurance, social security, public employees' retirement)*; 5) federal & state laws & rules governing fair employment practices (e.g., ADA, EEO); 6) interviewing; 7) technical writing; 8) supervisory principles/techniques*. Skill in: 9) operation of personal computer. Ability to: 10) define problems, collect data, establish facts & draw valid conclusions; 11) calculate fractions, decimals & percentages; 12) gather, collate & classify information about data, people or things; 13) handle sensitive inquiries from & contacts with officials & general public; 14) prepare meaningful, concise & accurate reports.
35	Ensures compliance with hiring practices & educates hiring managers on interview standards in accordance with federal & state laws, agency policies & procedures, & union contracts: coordinates division subject matter experts (SME) for reviewing online applications; manages applicant tracking data & recruitment/selection materials using online hiring system (i.e., NEOGOV); receives, reviews & responds to ODA division personnel requisitions; ensures efficient processing of requested actions &/or streamlines HR processes; assigns recruitment requisitions to HR staff; serves as HR representative on interview panels, reviews interview questions for appropriateness, clarity, & fairness; reviews & approves hiring manager's requests to implement proficiency instruments; provides assistance to divisions in recruitment efforts for vacancies requiring specialized career field &/or high-level of education/experience; attends job fairs & recruitment events to effectively market ODA careers & generate qualified applicant responses for vacant positions &/or hard to fill positions.	Knowledge of: 1, 2*, 3, 4*, 5, 6, 7, 8*. Skill in: 9. Ability to: 10, 11, 12, 13, 14.
15	Serves as liaison between DAS/Human Resources Division [HRD] & ODA Office of Human Resources on personnel processing-related matters & transmits decisions & directives: assists in processing & approval of electronic personnel action requests (ePAR); reviews & approves ePARs for appropriate attachments, accuracy, & compliance with agency decentralized policy, statutes, & bargaining agreements; obtains necessary approvals from other state agencies &/or officials (e.g., DAS, Governor's Office, OBM) pertaining to ODA initiatives (e.g., advance step appointments, disability processing, payroll processing, unclassified appointments, drug testing); advises & trains agency staff on payroll, benefits, workers' compensation & other assigned programs; responds to applicant questions about the hiring process.	Knowledge of: 1, 2*, 3, 4*, 5, 6, 7, 8*. Skill in: 9. Ability to: 10, 11, 12, 13, 14.

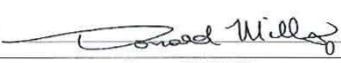
List Position Numbers and Class Titles of positions directly supervised. 20045647-HCM Senior Analyst; 20045672-HCM Senior Analyst	Signature of Agency Representative	Date
	 Donald Mills	10/31/2014 DM

Exhibit 5

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Position Description for Ohio Department Of Agriculture

POSITION NUMBER

20045675 (22)

DEPARTMENT NUMBER: AGR104000	U	AGENCY: AGRICULTURE
CLASS NUMBER: 64615		DIVISION: HUMAN RESOURCES
CLASS TITLE: HUMAN CAPITAL MANAGEMENT MANAGER		SECTION: HUMAN RESOURCES
WORKING TITLE: HUMAN CAPITAL MANAGEMENT MANAGER		COUNTY OF EMPLOYMENT: LICKING
APPT TYPE: Full Time Permanent	<input checked="" type="checkbox"/> Classified <input type="checkbox"/> Unclassified	<input type="checkbox"/> OT Eligibl <input checked="" type="checkbox"/> OT Exempt Exempt Type: Administrative
ACTION:	<input type="checkbox"/> New Position <input checked="" type="checkbox"/> Update <input type="checkbox"/> Renumber <input type="checkbox"/> Reclass	
POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR: 20045649 HUMAN CAPITAL MANAGEMENT ADM		<input type="checkbox"/> Organization Tree Link
NORMAL WORKING HOURS (Explain unusual or rotating shift)		
FROM: 08:00 AM	TO: 05:00 PM	THIS POSITION IS OVERTIME EXEMPT.

%	Job Duties in Order of Importance	Knowledge, Skills & Abilities
10	<p>Performs other related duties as assigned: provides technical advice to aid Human Resources Director in decision making; assists Human Resources Director in defining agency structure, workforce succession planning; gathers relevant data & compiles data into desired report formats; participates in preparation & submission of HR related monthly, quarterly & annual reports (e.g., agency workforce plan, payroll audits, personnel action data/trends); assists in responding to requests for public records (e.g., recruitment & selection files, employment records); assists in maintaining &/or creating agency tables of organization; assists with agency reorganizations/staffing re-alignments; provides training & disseminates necessary information on behalf of Human Resources Director to agency staff; provides technical expertise to assist in development &/or modification of agency-wide policies; provides verbal &/or written status reports to Human Resources Director as required; represents Human Resources at meetings & seminars; participates in &/or conducts HR-related training to ODA employees as required; participates in special group projects; attends & actively participates in meetings & seminars; travels to attend trainings &/or workshops.</p> <p style="text-align: center;">Additional Information</p> <p>THIS POSITION IS OVERTIME EXEMPT. TRAVEL REQUIRED, AS NEEDED. MUST PROVIDE OWN TRANSPORTATION. IN ORDER TO OPERATE A STATE VEHICLE, YOU MUST HAVE A VALID DRIVER'S LICENSE FROM STATE OF RESIDENCE.</p>	<p>Knowledge of: 1, 2*, 3, 4*, 5, 6, 7, 8*. Skill in: 9. Ability to: 10, 11, 12, 13, 14.</p> <p style="text-align: right;">*Developed after employment</p>

List Position Numbers and Class Titles of positions directly supervised. 20045647-HCM Senior Analyst; 20045672-HCM Senior Analyst	Signature of Agency Representative 	Date 10/31/2014
	Donald Mills	DM



Position Description for
Ohio Department Of Agriculture

POSITION NUMBER

20045674 (22)

DEPARTMENT NUMBER: AGR104000	U	AGENCY: AGRICULTURE
CLASS NUMBER: 64615		DIVISION: HUMAN RESOURCES
CLASS TITLE: HUMAN CAPITAL MANAGEMENT MANAGER		SECTION: HUMAN RESOURCES
WORKING TITLE: HUMAN CAPITAL MANAGEMENT MANAGER		COUNTY OF EMPLOYMENT: LICKING
APPT TYPE: Full Time Permanent <input checked="" type="checkbox"/> Classified <input type="checkbox"/> Unclassified	<input type="checkbox"/> OT Eligibl	<input checked="" type="checkbox"/> OT Exempt Exempt Type: Administrative
ACTION: <input type="checkbox"/> New Position <input checked="" type="checkbox"/> Update <input type="checkbox"/> Renumber <input type="checkbox"/> Reclass		
POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR: 20045649 HUMAN CAPITAL MANAGEMENT ADM <input type="checkbox"/> Organization Tree Link		
NORMAL WORKING HOURS (Explain unusual or rotating shift)		
FROM: 08:00 AM	TO: 05:00 PM	THIS POSITION IS OVERTIME EXEMPT.

%	Job Duties in Order of Importance	Knowledge, Skills & Abilities
55	<p>Serves as Ohio Department of Agriculture (ODA) human resources manager & responsibly directs implementation of human resources sub-programs (i.e., Equal Employment Opportunities [EEO], labor relations, Americans with Disability Act [ADA], position descriptions [PD], performance evaluations, personnel actions, wellness program, employee assistance program [EAP], HR data management) & supervises assigned staff: interprets & applies laws, rules & regulations relating to human resources (e.g., union contracts, Ohio Revised Code, Ohio Administrative Code, US Department of Labor Federal Regulations, Fair Labor Standards Act, Equal Employment Opportunity Act, ADA); uses knowledge of general human resource management principles to make recommendations to enhance efficiency, standardization & automation of daily personnel processing functions; serves as point of contact for agency by implementing & enforcing guidelines/policies & ensuring accountability for agency employee adherence to HR policies/guidelines, union contracts, & state & federal laws/regulations (e.g., EEO, employee discipline, employee relations); responds to inquiries from agency employees regarding internal HR policies, procedures &/or ODA work rules relating to HR program assignments; conducts extensive research using multiple sources (e.g., ORC, OAC, periodicals, Internet, OAKS system); directs & oversees discrimination complaint program & recommends corrective actions to aid in ODA leadership's decision making; conducts internal investigations (e.g., interviews employees, complainants, & witnesses); writes reports of investigation facts & findings; organizes & attends grievance hearings, pre-discipline hearings, & mediations/arbitrations as ODA management representative; assists with administrative investigations to validate complaints of employee misconduct &/or assists in determining just cause for initiation of disciplinary process; ensures employee PD's accurately reflect duties performed within each ODA division; writes new &/or modifies existing PD's & ensures compliance with PD decentralization standards; performs job analysis of positions and/or job audits of employees to determine proper classification/pay range in accordance with state class plan; assists agency managers in creation of position specific minimum qualifications (PSMQ); provides oversight & guidance to agency supervisors/managers to ensure effective annual/probationary employee performance evaluations; ensures development of meaningful, attainable, & measurable employee performance goals; accesses performance evaluation criteria using online performance review system (e.g., ePerformance); reviews & approves performance evaluations &/or makes recommendations for changes; acts hearing officer as agency designee for employee performance evaluation appeal hearings & writes detailed reports of findings; oversees implementation of effective HR automation tools to collect & track data (e.g., analyzes trends, captures workforce hierarchy/alignment) to aid Human Resources Director in implementation of strategic human resources initiatives; provides technical support to HR Staff & acts as administrator of electronic personnel filing system (e.g., Document Locator); coordinates with ODA Information Technology (IT) staff on implementation/modifications of HR system hardware & software (e.g., background check system, electronic personnel filing system); manages record retention &/or data security policies within electronic personnel filing system; provides agency wide administration of Enterprise Learning Management (ELM) system; oversees course creation, learner enrollments, & course content development; troubleshoots & responds to ELM user problems &/or system error messages as ELM tier 1 support;; evaluates assigned staff's work product; provides guidance & oversight in assigned HR program areas; evaluates employee performance; ensures accountability & accuracy of employment processing activities; ensures effective delivery of customer service & staffing during agency business hours for ODA main reception area.</p>	<p>Knowledge of: 1) civil service laws, rules & regulations; 2) agency human resources policies & procedures*; 3) human resources training & development; 4) employee benefits (e.g., workers' compensation, unemployment compensation, disability insurance, social security, public employees' retirement)*; 5) federal & state laws & rules governing fair employment practices (e.g., ADA, EEO); 6) interviewing; 7) technical writing; 8) supervisory principles/techniques*. Skill in: 9) operation of personal computer. Ability to: 10) define problems, collect data, establish facts & draw valid conclusions; 11) calculate fractions, decimals & percentages; 12) gather, collate & classify information about data, people or things; 13) handle sensitive inquiries from & contacts with officials & general public; 14) prepare meaningful, concise & accurate reports.</p>

<p>List Position Numbers and Class Titles of positions directly supervised. 20045663-HCM Analyst; 20045697-Customer Service Assistant 1</p>	<p>Signature of Agency Representative</p>	<p>Date</p> <p>10/31/2014</p>
	<p>Donald Mills</p>	<p>DM</p>

Exhibit 5

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Position Description for Ohio Department Of Agriculture

POSITION NUMBER

20045674 (22)

DEPARTMENT NUMBER: AGR104000	U	AGENCY: AGRICULTURE
CLASS NUMBER: 64615		DIVISION: HUMAN RESOURCES
CLASS TITLE: HUMAN CAPITAL MANAGEMENT MANAGER		SECTION: HUMAN RESOURCES
WORKING TITLE: HUMAN CAPITAL MANAGEMENT MANAGER		COUNTY OF EMPLOYMENT: LICKING
APPT TYPE: Full Time Permanent	<input checked="" type="checkbox"/> Classified <input type="checkbox"/> Unclassified	<input type="checkbox"/> OT Eligibl <input checked="" type="checkbox"/> OT Exempt Exempt Type: Administrative
ACTION:	<input type="checkbox"/> New Position <input checked="" type="checkbox"/> Update <input type="checkbox"/> Renumbr <input type="checkbox"/> Reclass	
POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR: 20045649 HUMAN CAPITAL MANAGEMENT ADM		<input type="checkbox"/> Organization Tree Link
NORMAL WORKING HOURS (Explain unusual or rotating shift)		
FROM: 08:00 AM	TO: 05:00 PM	THIS POSITION IS OVERTIME EXEMPT.

%	Job Duties in Order of Importance	Knowledge, Skills & Abilities
20	Serves as liaison between DAS, union, & ODA staff on HR related matters & transmits decisions & directives: coordinates efforts between ODA management, complainants, & DAS Equal Opportunity Division; coordinates agreements/settlements between union, ODA management, & DAS Office of Collective Bargaining (OCB); coordinates state classification plan changes between ODA management, union, & DAS Office of Talent Management; ensures dissemination &/or training to ODA employees on ePerformance system navigation &/or enhancements; submits ePerformance errors &/or system access problems on behalf of employees to DAS ePerformance manager; reviews & approves electronic personnel action requests (ePARs) for appropriate attachments, accuracy, & compliance with agency decentralized policy, statutes, & bargaining agreements; obtains necessary approvals from other state agencies &/or officials (e.g., DAS, State Personnel Board of Review, & union representatives) pertaining to ODA initiatives (e.g., terminations, reduction in workforce); advises & trains agency staff on ePerformance, discipline process, grievance process.	Knowledge of: 1, 2*, 3, 4*, 5, 6, 7, 8*. Skill in: 9. Ability to: 10, 11, 12, 13, 14.
15	Develops & maintains tracking reports (EEO, disciplines, & grievances) to document &/or identify trends; ensures necessary tracking of EEO complaints & discipline/grievance cases in electronic databases; develops & maintains reports to track discipline/grievance cases & ensures adherence to employee filing & retention of discipline records in accordance with DAS retention schedule.	Knowledge of: 1, 2*, 3, 4*, 5, 6, 7, 8*. Skill in: 9. Ability to: 10, 11, 12, 13, 14.
10	Performs other related duties as assigned: provides technical advice to aid Human Resources Director in decision making; assists Human Resources Director in defining agency structure, workforce succession planning; gathers relevant data & compiles data into desired report formats; participates in preparation & submission of HR related monthly, quarterly & annual reports (e.g., agency workforce plan, EEO/Affirmative Action, performance evaluation tracking, personnel action data/trends); assists in responding to requests for public records (e.g., employment records, EEO demographics, disciplinary trends); assists in maintaining &/or creating agency tables of organization; assists with agency reorganizations/staffing re-alignments;; provides training & disseminates necessary information on behalf of Human Resources Director to agency staff; provides technical expertise to assist in development &/or modification of agency-wide policies; provides verbal &/or written status reports to Human Resources Director as required; represents Human Resources at meetings & seminars; participates in &/or conducts HR-related training to ODA employees as required; participates in special group projects; attends & actively participates in meetings& seminars; travels to attend trainings &/or workshops.	Knowledge of: 1, 2*, 3, 4*, 5, 6, 7, 8*. Skill in: 9. Ability to: 10, 11, 12, 13, 14.

Additional Information

*Developed after employment

THIS POSITION IS OVERTIME EXEMPT.

TRAVEL REQUIRED, AS NEEDED. MUST PROVIDE OWN TRANSPORTATION. IN ORDER TO OPERATE A STATE VEHICLE, YOU MUST HAVE A VALID DRIVER'S LICENSE FROM STATE OF RESIDENCE.

List Position Numbers and Class Titles of positions directly supervised.

20045663-HCM Analyst; 20045697-Customer Service Assistant 1

Signature of Agency Representative

Donald Mills

Date

10/31/2014

DM