

FRANKLIN COUNTY

An Equal Opportunity Employer

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POSITION DESCRIPTION

Employee Name:	Position Title: Director of Human Resources
Dept./Div.: Treasurer's Office (Administration)	Employment Status: Full-time
Reports to: Chief Deputy	FLSA Status: Exempt
Normal Hours: Monday-Friday 8:00 a.m.-5:00 p.m.	
Civil Service Status: Unclassified	

GENERAL DESCRIPTION:

Responsible for compliance with agency policies, procedures, and employment legislation while performing a wide variety of personnel and payroll duties. Demonstrates regular and predictable attendance.

JOB DESCRIPTION AND WORKER CHARACTERISTICS:

JOB DUTIES in order of importance

ESSENTIAL FUNCTIONS OF THE POSITION: For purposes of 42 USC 12101:

45% (1) Prepares, maintains, and updates employee files both in paper and electronically; maintains a high standard of confidentiality and provides safekeeping of personnel, medical and payroll records; serves as attendance officer; tracks leave usage and comp time earned; routinely audits and tracks leave requests, accrual balances, intern hours, and rate changes; prepares and posts payroll records in MUNIS Payroll System; keeps track of the payroll budget and follows up with Budget Coordinator if discrepancies; provides reports for and attends bi-weekly Senior Staff meeting. Serves as Office's Family and Medical Leave Act administrator, performs I-9 verification through Homeland Security's E-Verify system and audits annually; reply to Ohio Civil Rights Commission complaints; provide benefit information to staff and serve as Office's Wellness representative.

30% (2) Makes recommendations to the Chief Deputy regarding personnel matters and changes to policies and procedures. Communicates changes and responds to employee questions; works directly with supervisors to assist them in carrying out their responsibilities on personnel matters; maintains knowledge of industry trends; consults with legal counsel as appropriate, and/or as directed by the Chief Deputy on personnel matters. Maintains and updates employee handbook, updates employee accruals bi-weekly into the Office's payroll system. Routinely serves as backup to supervisors as approval of leave requests in their absence.

20% (3) Prepares and posts job descriptions; reviews applications and responds to applicants; schedules and conducts employment interviews; makes hiring recommendations; conducts orientations and new staff onboarding, exit interviews and coordinates training.

(4) Meets all job safety requirements and all applicable Occupational Safety and Health Administration safety standards that pertain to essential functions. Calculates annual wellness payouts each December; submits annual State Employment Relations Board report in January and replies to Unemployment claims. Responsible for updating SharePoint with current employee information (address and phone). Enters all holidays and pay periods into the Office's payroll system annually; tracks donated leave hours.

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OTHER DUTIES AND RESPONSIBILITIES:

5% (5) Performs other job-related duties as required.

MINIMUM ACCEPTABLE CHARACTERISTICS: (*Indicates developed after employment)

Knowledge Of: Current computer applications, including but not limited to Microsoft Office; Excel; SharePoint, Document Image Functionality, Franklin County Treasurer System, MUNIS, accounting; bookkeeping; budgeting; auditing; filing policies and procedures; government structure and process; geographic layout of jurisdiction;* department goals and objectives;* department policies and procedures;* public relations; communications; management; office practices and procedures; supervisory principles and practices.

Skilled In: Competent in required job skills and knowledge; exhibits ability to learn and apply new skills; keeps abreast of current developments; computer and modern office equipment operation; operation of a motor vehicle; time management; tactfully handle irate clients and all parties making contact with office. Bilingual language a plus, however not required.

Ability To: Interpret a variety of instructions in written, oral, picture, or schedule form; calculate fractions, decimals, and percentages; compile statistical data; read, copy, and record figures accurately; deal with problems involving variables within familiar context; read, comprehend, and interpret various laws and regulations; prepare accurate documentation, including well-written reports and routine correspondence; communicate effectively via telephone and face-to-face with public and with all levels of County and outside agency personnel; respond to routine and sensitive inquiries from public and/or officials; work independently and under stressful conditions; understand a variety of written and/or verbal communications; gather, collate, and classify information; develop and maintain effective working relationships.

TITLES OF POSITIONS DIRECTLY SUPERVISED:

None

QUALIFICATIONS: An example of acceptable qualifications:

Bachelor's degree from an accredited college or university; or any combination of training, education, or experience which provides the desired knowledge, skills, and abilities to perform the essential functions of this position.

LICENSURE OR CERTIFICATION REQUIREMENTS:

Senior Professional in Human Resources or Professional in Human Resources preferred but not required.

EQUIPMENT OPERATED: The following are examples only and are not intended to be all inclusive:

Personal computer and applicable applications, and other current office equipment.

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INHERENTLY HAZARDOUS OR PHYSICALLY DEMANDING WORKING CONDITIONS:

The employee is exposed to chemicals commonly found in an office environment (e.g., toner, correction fluid, etc.); may be exposed to irate or emotionally distraught individuals; works in conditions requiring long periods of sitting and computer work that may cause problems and/or irritate back, neck, and wrists; exerts up to 10 pounds of force occasionally, and/or a negligible amount of force frequently while lifting, carrying, pushing, or pulling objects. Specific vision abilities required by this job include close vision.

Note: In accordance with the U.S. Department of Labor physical demands strength ratings, this is considered sedentary work. The noise level in the work environment is usually quiet.

This position description in no manner states or implies that these are the only duties and responsibilities to be performed by the position incumbent. My (employee) signature below signifies that I have reviewed and understand the contents of the position description.

(Signature of Appointing Authority)

(Date)

(Signature of Employee)

(Date)