

**Franklin County Board of Commissioners  
Classification Specification & Job Description**

<b><u>CLASSIFICATION TITLE:</u></b> Deputy Director, Human Resources	<b><u>CLASS NUMBER:</u></b> 90007.2	<b><u>FLSA:</u></b> Exempt
<b><u>AGENCY/DIVISION:</u></b> Department of Human Resources	<b><u>JOB TYPE:</u></b> Full Time, Unclassified	<b><u>PROBATION PERIOD:</u></b> N/A
<b><u>BARGAINING UNIT:</u></b> Non-Bargaining	<b><u>PAY GRADE:</u></b> N21	<b><u>POSITION CONTROL #:</u></b> 060014
<b><u>POSITION LOCATION:</u></b> 373 S. High St., 25 <sup>th</sup> FL., Columbus, OH 43215	<b><u>TYPICAL WORK SCHEDULE:</u></b> Monday – Friday 8:00 AM – 5:00 PM	<b><u>SUPERVISOR (PCN):</u></b> Assistant Director (060005)
<b><u>JOB TITLE (PCN) OF THOSE DIRECTLY SUPERVISED:</u></b> As assigned		

**CLASSIFICATION PURPOSE:**

The primary purpose of the Deputy Director, Human Resources classification is to provide management and direction for the operations of the Department of Human Resources. Assist in the preparing of department budget. Supervise one or more areas of the Department including but not limited to Human Resources, Training, Recruiting, IT, Payroll, Risk Management & Communications.

**JOB DUTIES:**

Plan, direct and manage day-to-day operations activities, which includes operational efficiency, process improvements, audits/accountability, compliance, research and program development. Supervise and assign work to assigned staff. Provide guidance and direction to Director and Assistant Director and department staff to ensure implementation of the County's goals and objectives, with attention to ensuring the agency provides outstanding and courteous service to County agencies and offices, stakeholders and Franklin County residents. Participate in the development of policies, procedures, and administrative rules necessary for the efficient management and operation of that agency.

Implement staff training programs. Participate in labor negotiations and labor management meetings. Serve as an ADA (Americans with Disabilities Act) coordinator to oversee and coordinate the efforts of Board of Commissioner agencies to comply with Title VII. Manage yearly budget preparation and administration requirements. Conduct meetings with County agencies and offices regarding personnel and staffing needs and concerns and provide technical assistance and guidance as needed. Oversee and conduct investigations, hearings, and the grievance processes. Make recommendations to Director and Assistant Director for the choice of projects and budgetary needs for initiation of individual projects and plans.

Maintain files of all correspondence and prepare necessary status reports for the agency. Provide input into capital and space needs. Assist in RFQ and RFP and contract preparation and review. Ensure compliance with vendor contracts. Back up the Assistant Director as needed. Maintain regular and predictable attendance.

These duties are illustrative only and you may perform some or all of these duties or other job-related duties as assigned.

**MAJOR WORKER CHARACTERISTICS:**

Knowledge of management; supervision; HR best practices and compliance with laws, safety and risk reduction practices; agency policy and procedures; government structure and process. Ability to deal with problems involving many variables in familiar and unfamiliar context; ; apply principles to solve practical everyday problems both short term and long term; recognize safety warnings; maintain accurate records; prepare meaningful, concise and accurate reports; use proper research methods in gathering data; work alone and collaboratively; establish diverse, welcoming, and informed atmosphere as supervisor of work unit; handle sensitive inquiries and contacts with officials and general public.

**MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:**

Any equivalent combination of relevant training and experience including but not limited to: degree in Human Resources Management, Safety/Risk Management, Business Administration, or related field with six (6) years of progressively responsible experience in business management or human resource management.

**Additional Requirements**

No special license of certification is required.

**Supervisory Responsibilities**

Ability to assign, review, plan, and coordinate the work of other employees, to provide instruction and mentorship to other employees, to maintain department standards, to recommend the discipline or discharge of other employees, to act on employee problems, to recommend the hire or movement of other employees.

**UNUSUAL WORKING CONDITIONS:**

This is an unclassified position that serves at the pleasure of the Board of Commissioners.

**Acknowledgement of Receipt:**

I acknowledge that I have received a copy of my position description and can perform the essential functions of the job duties as described in the position description.

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Employee Name

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Employee Signature

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Date