

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

<u>CLASSIFICATION TITLE:</u> Deputy Director, Human Resources	<u>CLASS NUMBER:</u> 90003.12	<u>FLSA:</u> Exempt
<u>AGENCY/DIVISION:</u> Department of Job & Family Services - Northland	<u>JOB TYPE:</u> Full Time, Classified	<u>PROBATION PERIOD:</u> 180
<u>BARGAINING UNIT:</u> Non-Bargaining	<u>PAY GRADE:</u> N19	<u>POSITION CONTROL #:</u> 930304
<u>POSITION LOCATION:</u> 1721 Northland Park Ave., Columbus, OH 43229	<u>TYPICAL WORK SCHEDULE:</u> Monday – Friday 8:00 AM – 5:00 PM	<u>SUPERVISOR (PCN):</u> Assistant Director/CFO
<u>JOB TITLE (PCN) OF THOSE DIRECTLY SUPERVISED:</u> Administrative Officer (930039)		

CLASSIFICATION PURPOSE:

The primary purpose of the Deputy Director, Human Resources position is to supervise, review and assign work; to provide technical assistance to divisions and assigned staff, and to ensure agency is in compliance with rules, regulations, laws, collective bargaining agreements, and applicable Ohio Revised Code (ORC). Manage and oversee agency HRIS activities and serve as liaison to BOC Human Resources for payroll-related matters.

JOB DUTIES:

Supervise assigned staff. Direct, coordinate, monitor, and review agency-level human resources operations for agency management (e.g., recruitment, labor relations, collective bargaining agreements, classification and compensation, personnel actions, employee orientation and training programs, FMLA, ADA, EAP, investigations, records management, disciplinary and separation matters). Provide guidance and assistance in technical areas that pertain to personnel matters or problems. Perform liaison duties (e.g., labor relations, rules, and regulations regarding personnel administration). Maintain tables of organization and position descriptions. Maintain and update EEO and/or agency affirmative action, and work with the Franklin County Department of Human Resources and Franklin County Office of Diversity, Equity, and Inclusion on diversity and inclusion initiatives.

Implement employee development efforts and staff recruitment and retention strategies. Assist in developing supervisor and manager training. Seek training opportunities for employees. Research and respond to complaints regarding staff issues. Manage and oversee agency HRIS activities, serve as liaison to BOC Human Resources for payroll-related matters. Oversee and expedite the processing of paperwork (e.g., FMLA forms, performance reviews, new-hire packets, promotions, audit reviews, insurance, investigations, etc.).

Participate in labor management meetings, collective bargaining negotiations, and other human resources meetings. Attend workshops, seminars, professional meetings, and review books and publications. Prepare correspondence, memos, documents, classification and compensation information, and reports. May assist other staff with internal/external interviews. Participate in ongoing training in personnel, labor relations/collective bargaining, human resources development, and other related areas to maintain current knowledge and learn of changes in relevant policies, procedures, and laws. Serve on special committees. 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 budgeting; labor relations; employee training and development; supervision; human resources development; public relations; office management; office practices and procedures; agency policy and procedures; government structure and process; counseling; interviewing; law. Skill in word processing; equipment operation. Ability to recognize unusual or threatening conditions and take appropriate action; deal with many variables and determine specific action; add, subtract, multiply and divide whole numbers; comprehend simple sentences with common vocabulary; complete routine forms; maintain accurate records; originate routine business letters reflecting standard procedures; prepare and deliver speeches before specialized audiences and general public; cooperate with co-workers on group projects; answer routine telephone inquiries from public; establish friendly atmosphere as supervisor of work unit; handle sensitive inquiries from and contacts with officials and general public; resolve complaints from angry citizens and government officials.

MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:

Any equivalent combination of relevant training and experience including but not limited to: Bachelor's degree in personnel administration, human resources, or related field with six (6) years of human resources experience.

Additional requirements:

No special license or certification is required.

Supervisory Responsibilities

Ability to assign, review, plan, and coordinate the work of other employees, to provide instruction to other employees, to maintain department standards, to recommend the discipline or discharge of other employees, to act on employee problems, and to recommend and approve the transfer, promotion, or salary increase of other employees.

UNUSUAL WORKING CONDITIONS:

N/A

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.

Employee Name

Employee Signature

Date