

Franklin County Board of Commissioners Classification Specification & Job Description

<u>CLASSIFICATION TITLE:</u> Human Resources Officer 2, Medical	<u>CLASS NUMBER:</u> 60003	<u>FLSA:</u> Non-Exempt
<u>AGENCY/DIVISION:</u> Department of Human Resources	<u>JOB TYPE:</u> Full Time, Classified	<u>PROBATION PERIOD:</u> 180
<u>BARGAINING UNIT:</u> Non-Bargaining	<u>PAY GRADE:</u> N16	<u>POSITION CONTROL #:</u> 060010
<u>POSITION LOCATION:</u> 373 S. High St., 25 th FL., Columbus, OH 43215	<u>TYPICAL WORK SCHEDULE:</u> Monday – Friday 8:00 AM – 5:00 PM	<u>SUPERVISOR (PCN):</u> Deputy Director, HR (060014)
<u>JOB TITLE (PCN) OF THOSE DIRECTLY SUPERVISED:</u>		

CLASSIFICATION PURPOSE:

The primary purpose of the Human Resources Officer 2 classification is to consult for assigned agencies regarding Human Resources matters, uphold the standards of the department, and act as a team lead.

JOB DUTIES:

Process Family Medical Leave Act (FMLA), Paid Family Leave (PFL), Leave of Absence, ADA and Leave Donation paperwork according to eligibility requirements. Provide leadership and guidance within the unit. Demonstrate high proficiency in human capital subject matter and agency HRIS. Interpret sections of federal laws, civil service laws, rules, regulations, work rules, and collective bargaining agreements. Notify employees when decisions have been made. Draft correspondence related to personnel and medical information as directed. Maintain all records pertaining to medical documentation, union contracts, work rules, and the county handbook. Utilize the agency computer and HRIS to retrieve information and update data.

Assist assigned agencies in recruitment, job selection, job placement, labor relations, position descriptions, classifications, personnel policies and procedures, work rules, and job postings. Interpret sections of civil service laws, rules, regulations, work rules, and collective bargaining agreements. Review employment applications for minimum qualifications and transferrable skills through a lens of diversity, equity, and inclusion. Notify job applicants when decisions have been made. Demonstrate a high proficiency in report writing and correspondence composition. Maintain all records pertaining to personnel forms, correspondence, reference checks, union contracts, work rules, and the county handbook. Utilize the agency computer to retrieve information and update data.

Assist in research, collection, and compilation of data to assist administration in evaluation and/or creating agency personnel policies and procedures. Prepare and deliver trainings, as directed. Lead team projects to further the mission of HR and the BOC, as assigned. Participate in interviews, job fairs, internal/external meetings, trainings, and conferences. Advise and counsel employees on personnel matters. Investigate complaints, grievances and related reports. Attend State Personnel Board of Review (SPBR) hearings and testify, as needed. Prepare and deliver speeches before specialized groups and public. Provide backup assistance to Human Resources Officers, 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 labor relations; work force planning; employee training and development; public relations; human relations; agency policy and procedures; government structure and process; counseling; interviewing. Skill in typing; word processing; equipment operation. Ability to recognize unusual or threatening conditions and take appropriate action; deal with problems involving several variables in familiar context; define problems, collect data, establish facts and draw valid conclusions; calculate fractions, decimals and percentages; maintain accurate records; originate routine business letters reflecting standard procedures; understand manuals and verbal instructions, technical in nature; gather, collate and classify information about data, people or things; cooperate with coworkers on group projects; answer routine telephone inquiries from public; handle sensitive inquiries from 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: Bachelor's degree in human resource management, public administration, or related field with three (3) years of human resources or related experience.

Additional Requirements

No special license or certification is required.

Supervisory Responsibilities

None required.

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