

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

<u>CLASSIFICATION TITLE:</u> Deputy Director, Employee Relations	<u>CLASS NUMBER:</u> 90006.6	<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> N20	<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 (930647)		

CLASSIFICATION PURPOSE:

The primary purpose of the Deputy Director classification is to assist the director with defining departmental goals and objectives. Develop policies and procedures. Assist in the preparing department budget. Supervise assigned staff in one or more major department sections or divisions.

JOB DUTIES:

Lead and facilitate the employee relations program and related functions. Maintain, develop, recommend, and implement program objectives, policies, and procedures. Develop and pursue new goals and objectives for improvement in areas of employee relations. Develop and lead an employee engagement committee. Direct, coordinate, monitor, and review agency-level personnel operations for agency management (e.g., recruitment, labor relations, collective bargaining agreements, classification and compensation, personnel actions, employee orientation and training programs, background checks, FMLA, ADA, EAP, investigations, records management, disciplinary and separation matters). Provide guidance and assistance in technical areas that pertain to personnel matters or problems. Communicate with employees regarding employee relations and personnel concerns and inquiries; provide guidance and recommendations for resolution of issues. Assist managers and supervisors in understanding and implementing agency policies related to performance management, federal and state laws, and related topics. Serve as agency-level coordinator for ADA-related interactive processes. Perform liaison duties with relevant labor union and Franklin County Human Resources (e.g., labor relations, rules, and regulations regarding personnel administration). Maintain tables of organization and position descriptions. Maintain and update EEO and/or agency personnel plans, and work with the Franklin County Department of Human Resources and Franklin County Office of Economic Engagement and Community Development to reach established goals.

Implement employee development efforts and staff recruitment and retention strategies. Coordinate all agency-level hiring processes, including but not limited to review of applications, selection of candidates for interview, selection and training of relevant interview panels, scheduling of interviews, and submissions of recommendations to hire. Oversee onboarding process for all employees. Manage and oversee agency HRIS activities, serve as liaison to Franklin County Human Resources for personnel, risk management, training, benefits/wellness, and payroll-related matters. Oversee and expedite the processing of agency-level paperwork (e.g., FMLA forms, performance reviews, new-hire packets, promotions, audit reviews, insurance, investigations, etc.). Assist in developing, updating, and distributing employee training materials, including supervisor and manager trainings. Coordinate with training on case manager training classes. Identify and implement additional training opportunities to support employee development. Ensure employees have the necessary training, information, and resources to maximize their productivity, effectiveness, and engagement within the agency. Lead and manage contractual processes with outside training providers for agency-provided trainings to employees at all levels. Deliver in-person and virtual trainings in individual, small group, and large group settings as needed. Serve as key member on agency staff training steering committee. Research and respond to complaints regarding staff issues. Collect, track and organize employee data and files.

Supervise assigned staff; review and assign work; work closely with assigned staff; and evaluate performance. Participate in labor management meetings, collective bargaining negotiations, and other personnel-related meetings. Attend workshops, seminars, professional meetings, and review books and publications. Prepare correspondence, memos, documents, classification and compensation information, and reports. 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 various agency, county, state and special committees and work groups as assigned. Maintain regular and predictable attendance. This position requires regular and consistent on-site 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