

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

<b><u>CLASSIFICATION TITLE:</u></b> Assistant Director	<b><u>CLASS NUMBER:</u></b> 90012.2	<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> N22	<b><u>POSITION CONTROL #:</u></b> 060106
<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> Director (060100)
<b><u>JOB TITLE (PCN) OF THOSE DIRECTLY SUPERVISED:</u></b>		
Business Systems Analyst (060102, 060107)      Sr. Human Resources Administrator (060220, 060310) Risk Manager (060500)                                      Human Resources Officer (Medical) Others as assigned		

**CLASSIFICATION PURPOSE:**

The primary purpose of the Assistant Director classification is to assist department director with formulating policy and establishing operational procedures. Assist in the preparing of department budget. Supervise one or more department sections or divisions. Represent department and/or director at various functions. Act for department director in their absence.

**JOB DUTIES:**

Assists in the overall administration of human resources. Assist in the development of policies, procedures and administrative rules necessary for the efficient management and operation of the agency. Provide technical assistance to agency directors and human resources staff. Serve as a grievance officer and oversees the grievance process at the agency level. Represent the agency at various labor management committees. Serve as the ADA (American with Disabilities Act) coordinator to oversee and coordinate the efforts of the Board of Commissioners agencies to comply with Title VII. Coordinate requests for assistance from non BOC entities for assistance in non-routine human resources related matters.

Participate in collective bargaining negotiations as a member of the employer negotiation team. Assist in all aspects of the collective bargaining process to include day to day administration of the various collective bargaining agreements. Respond to requests for the Prosecuting Attorney’s Office. Serve as primary point of contact on issues related to the State Employment Relations Board (SERB). Provide leadership, direction and supervision to assigned staff. 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; labor relations; employee training and development; supervision; public relations; office management; agency rules and regulations; government structure and process. Skill in equipment operation. Ability to deal with problems involving several variables in familiar context; define problems, collect data, establish facts and draw valid conclusions; interview job applicants effectively; understand manuals and verbal instructions, technical in nature; prepare meaningful, concise and accurate reports; gather, collate and classify information about people or things; cooperate with coworkers on group projects; handle sensitive inquiries from and contacts with officials and general public; resolve complaints from angry citizens and government officials.

**MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:**

Bachelor’s degree in business administration, human resources management, labor relations, psychology, communications, or related field with nine (9) years of human resources administration or related experience; or any equivalent combination of training and experience.

**Additional Requirements**

No special license of certification is required.

**Supervisory Responsibilities**

Ability to function in a managerial capacity for one or more department sections or divisions. Includes the ability to make decisions on procedural and technical levels.

**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.

\_\_\_\_\_  
Employee Name

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date