

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

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| <u>CLASSIFICATION TITLE:</u> Business Systems Coordinator | <u>CLASS NUMBER:</u> 80040 | <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> N12 | <u>POSITION CONTROL #:</u> 60034 |
| <u>POSITION LOCATION:</u> 373 S High Street, 25 th FL, Columbus, OH 43215 | <u>TYPICAL WORK SCHEDULE:</u> Monday–Friday 8:00 AM – 5:00 PM | <u>SUPERVISOR:</u> Business Systems Analyst |
| <u>JOB TITLE (PCN) OF THOSE DIRECTLY SUPERVISED:</u> | | |

CLASSIFICATION PURPOSE:

The primary purpose of the Business Systems Coordinator classification is to provide administrative and clerical support for the human resources information system (HRIS).

JOB DUTIES:

Responsible for day-to-day HRIS customer service for employees including unlocking accounts, aiding in completing employee HR actions, etc. Troubleshoot to isolate common employee issues. Refer all advanced employee inquiries and system issues to appropriate personnel in a timely manner. Process and ensure proper security access is granted to new hires.

Process essential documents from employees. May assist in preparing personnel actions, resolutions, and summary reports for the Board of Commissioners, County Administration, and the Director. Maintain appropriate documentation for audit purposes and provide for the internal control and safeguard of the agency. Maintain regular and predictable attendance.

Ensure compliance with Federal requirements. Ensure that time sensitive deadlines are met including but not limited to all homeland security requirements, unemployment claims, and requests for FMLA.

Backup assistance to FMLA processing. Interpret sections of federal laws, civil service laws, rules, regulations, work rules, and collective bargaining agreements. Notify employees when decisions have been made, answer questions, and follow-up on issues as they arise. 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.

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; employee training and development; lead work; public relations; agency policy and procedures; timekeeping; human resources information system. Skill in equipment operation. Ability to deal with problems involving few variables in familiar context; define problems, collect data, establish facts, and draw valid conclusions; read and record figures accurately; maintain accurate records; prepare meaningful, concise and accurate reports; cooperate with coworkers on group projects; handle sensitive inquiries from and contacts with officials and general public.

MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:

Associates Degree in Human Resource Management or Business Administration or related field with three (3) years of clerical, office administration, HRIS or related experience; or any equivalent combination of training and experience.

Additional Requirements: No special license or certification 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