

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

<u>CLASSIFICATION TITLE:</u> Director	<u>CLASS NUMBER:</u> 90112	<u>FLSA:</u> Exempt
<u>AGENCY/DIVISION:</u> Department of Human Resources	<u>JOB TYPE:</u> Full Time, Unclassified	<u>PROBATION PERIOD:</u> N/A
<u>BARGAINING UNIT:</u> Non-Bargaining	<u>PAY GRADE:</u> N24	<u>POSITION CONTROL #:</u> 060001
<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 County Admin. (010005)
<u>JOB TITLE (PCN) OF THOSE DIRECTLY SUPERVISED:</u>		
Executive Assistant (060002)	Assistant Director, Benefits (060019)	
Assistant Director (060005)	Sr. Budget Analyst (060028)	

CLASSIFICATION PURPOSE:

The primary purpose of the Director classification is to direct the operations of the department. Prepare department budget. Oversee and monitor revenue and expenditures. Formulate, establish, and evaluate department policies. Establish and address staffing issues. Maintain records.

JOB DUTIES:

Manage the Franklin County Commissioners’ Human Resources Department, including: Benefits & Wellness, Risk Management, Employee Development, Payroll, Personnel Processing. Within these areas, oversee policy and procedures, rules, regulations, disciplinary process, collective bargaining agreements, compensation management etc.

Provide strong leadership to a diverse workforce. Maintain effective lines of communication with staff and stakeholders. Support the diversity, equity, and inclusion initiatives of the Board of County Commissioners.

Counsel and advise agency management, county directors, other county-related entities, county administration and the Board of County Commissioners on various related issues. Research, develop, and administer assignments and/or special projects as directed. Prepare reports and written correspondence for agencies, elected officials, and county employees.

Participate in contract negotiations and the various collective bargaining processes. Address sensitive human resources issues and/or problems. Participate in internal and external meetings related to human resources and other county-related events. Recommend present or future changes or needs of human resources to the Deputy County Administrator, County Administrator, or the County Commissioners. 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 various human resources fields; management; labor relations; employee training and development; supervision; agency rules and regulations; government structure and process; local government; public record provisions. Skill in equipment operation. Ability to define problems, collect data, establish facts, and draw valid conclusions; handle sensitive inquiries from and contacts with officials and general public; compose policies and procedures; communicate with a diverse set of internal and external stakeholders; resolve complaints from angry citizens & government officials.

MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:

Any equivalent combination of relevant training and experience including but not limited to: Master’s degree in human resources, business, public administration, public policy, or related field with seven (7) years of related experience.

Additional Requirements

No special license of certification is required.

Supervisory Responsibilities

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

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