

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

CLASSIFICATION TITLE: Employee Development Administrator	CLASS NUMBER: 60014	FLSA: Exempt
AGENCY/DIVISION: Department of Human Resources/Risk Management	JOB TYPE: Full Time, Classified	PROBATION PERIOD: 180
BARGAINING UNIT: Non-Bargaining	PAY GRADE: N17	POSITION CONTROL #: 060035
POSITION LOCATION: 373 S. High Street, 25 th FL, Columbus, OH 43215	TYPICAL WORK SCHEDULE: Monday – Friday 8:00 AM – 5:00 PM	SUPERVISOR (PCN): Risk Manager (060030)

CLASSIFICATION PURPOSE:

The primary purpose of the Employee Development Administrator classification is to direct and manage agency training programs in the areas of supervisory training, organizational development, and staff development; and to direct the provision of related services.

JOB DUTIES:

Under direction of the Risk Manager you will be responsible for being the main point of contact for the Meridian customer care team and will maintain communication with the Meridian team regarding questions or concerns brought out of U Matter. You will maintain the design and configuration of the entire U Matter site, maintaining permissions and access to certain features and updating when needed. Maintain all users in the system, activating and deactivating users as needed and manually creating users. You will be required to run a Franklin County Employee check every month to compare the U Matter list to the Munis report.

Communicate with all agencies to ensure all employees are appropriately listed in U Matter. Creation of user manuals, Admin user manuals and actively creating user roles in the U Matter system. Training all general users above a general user, including any user granted a specific role, creating sub-domains for specific agency use and training all admins that will be running their systems at each agency. Maintain the continuity of U Matter with all sub-domains.

Creation of dashboard and data analysis related to the Risk team's needs for pertinent safety and workers' compensation information. Serve as a backup Risk Manager related to County lines of insurance. Attend meetings related to safety issues and/or workers' compensation. These duties are illustrative only and you may perform some or all of these duties or other job-related duties as assigned. Maintain regular and predictable attendance.

MAJOR WORKER CHARACTERISTICS:

Knowledge human resources development; agency policy and procedures. Skill in equipment operation. Ability to deal with many variables and determine specific action; maintain accurate records; prepare meaningful, concise and accurate records; use proper research methods in gathering data; cooperate with coworkers on group projects.

MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:

Any equivalent combination of relevant training and experience including but not limited to: Bachelor's degree in Psychology, Education, Social Work, Human Resource Management, or related field with three (3) years of information technology, training, or related experience.

Additional Requirements

No special license or certification is required

UNUSUAL WORKING CONDITIONS:

N/A

Acknowledgment 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

