

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

<u>CLASSIFICATION TITLE:</u> Human Resources Officer	<u>CLASS NUMBER:</u> 60002	<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> N13	<u>POSITION CONTROL #:</u> 060222
<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> Sr. Human Resources Administrator (060310)
<u>JOB TITLE (PCN) OF THOSE DIRECTLY SUPERVISED:</u>		

CLASSIFICATION PURPOSE:

The primary purpose of the Human Resources Officer classification is to assist assigned agencies with personnel issues including but not limited to staffing, disciplinary proceedings, and interpretation of collective bargaining agreements.

JOB DUTIES:

Process Family Medical Leave Act (FMLA), Paid Family Leave (PFL), Leave of Absence, ADA and Leave Donation paperwork according to eligibility requirements. Interpret sections of federal laws, civil service laws, rules, regulations, work rules, and collective bargaining agreements. Notify employees when decisions have been made. 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. Utilize the agency computer to retrieve information and update data.

Assist assigned agencies in recruitment, job selection, job placement, labor relations, position descriptions, classifications, personnel policies and procedures, work rules, and job postings. Check references and police inquiries. Interpret sections of civil service laws, rules, regulations, work rules, and collective bargaining agreements. Review employment online applications and paper applications for minimum requirements. Notify job applicants when decisions have been made. Draft correspondence related to personnel information as directed. Maintain all records pertaining to personnel forms, correspondence, reference checks, union contracts, work rules, and the county handbook. Utilize the agency computer to retrieve information and update data.

Assist in research, collection, and compilation of data to assist administration in evaluation and/or creating agency personnel policies and procedures. Prepare monthly reports as directed. Participate in interviews, job fairs, and internal/external meetings, trainings, and conferences. Advise and counsel employees on personnel matters. Investigate complaints and grievances and related reports. Attend State Personnel Board of Review (SPBR) hearings and testify, as needed. Prepare and deliver speeches before specialized groups and public. Conduct orientation and process paperwork for all new hires. Provide backup assistance to Human Resources Officers, as needed. 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 labor relations; work force planning; employee training and development; public relations; human relations; agency policy and procedures; government structure and process; counseling; interviewing. Skill in typing; word processing; equipment operation. Ability to recognize unusual or threatening conditions and take appropriate action; deal with problems involving several variables in familiar context; define problems, collect data, establish facts and draw valid conclusions; calculate fractions, decimals and percentages; maintain accurate records; originate routine business letters reflecting standard procedures; understand manuals and verbal instructions, technical in nature; gather, collate and classify information about data, people or things; cooperate with coworkers on group projects; answer routine telephone inquiries from public; handle sensitive inquiries from and contacts with officials and general public.

MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:

Associate's degree in human resource management, public administration, or related field with three (3) years of human resources or related experience; or any equivalent combination of training and experience.

Additional Requirements

No special license or certification is 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