

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

<b>CLASSIFICATION TITLE:</b> Sr. Human Resources Administrator	<b>CLASS NUMBER:</b> 60006	<b>FLSA:</b> Exempt
<b>AGENCY/DIVISION:</b> Department of Human Resources	<b>JOB TYPE:</b> Full Time, Classified	<b>PROBATION PERIOD:</b> 180
<b>BARGAINING UNIT:</b> Non-Bargaining	<b>PAY GRADE:</b> N19	<b>POSITION CONTROL #:</b> 060220
<b>POSITION LOCATION:</b> 373 S. High St., 25 <sup>th</sup> FL., Columbus, OH 43215	<b>TYPICAL WORK SCHEDULE:</b> Monday – Friday 8:00 AM – 5:00 PM	<b>SUPERVISOR (PCN):</b> Assistant Director (060106)
<b>JOB TITLE (PCN) OF THOSE DIRECTLY SUPERVISED:</b> Human Resources Officer (060212, 060223, 060224, 060225)		

**CLASSIFICATION PURPOSE:**

The primary purpose of the Senior Human Resources Administrator position is to supervise, review and assign work; to provide technical assistance to assigned agencies and staff, and to ensure departments and agencies are in compliance with rules, regulations, laws, collective bargaining agreements, and applicable Ohio Revised Code (ORC) sections; and to manage and oversee the county’s classification plan.

**JOB DUTIES:**

Supervise assigned human resources staff. Direct, coordinate, monitor, and review human resources operations for County Commissioner agencies (e.g., recruitment; labor relations; collective bargaining agreements; classification and compensation; personnel actions; employee orientation and training programs; background checks; FMLA; ADA; EAP; investigations; records management, disciplinary and separation hearings, and unemployment claims). Serve as the chief disciplinary hearing officer and grievance officer. Provide guidance and assistance in technical areas that pertain to personnel matters or problems. Perform liaison duties (e.g., interpret civil service laws, rules, and regulations regarding personnel administration). Advise Commissioners’ agencies on when to update their Tables of Organization and position descriptions. Maintain and update EEO and/or agency affirmative action, and diversity and inclusion plans and statistical data for all agencies reporting to the County Commissioners.

Oversee and expedite the processing of paperwork (e.g., FMLA forms, performance reviews, new-hire packets, promotions, audit reviews, hearing decisions, investigation decisions, etc.). Respond to requests from the Prosecuting Attorney’s office, the State Personnel Board of Review, and agency management (internal/external). Ensure the timely response to sensitive issues.

Provide assistance to Commissioners’ agencies in the following areas: contract interpretation, interpretation of the ORC; the delivery of disciplinary hearing decisions; position description alteration; investigations, and job audits. Participate in labor management meetings and other human resources meetings or committees, as assigned. Prepare correspondence, memos, documents, reports, classification and compensation information, civil rights information, etc. Assist with budgetary issues, as needed.

Represent the department at the State Personnel Board of Review in reclassification hearings and in other hearings, as assigned. May assist other staff with internal/external interviews. Participate in ongoing training in personnel, labor relations/collective bargaining, human resources development, EEO, and other related areas in order to maintain current knowledge and learn of changes in relevant policies, procedures, and laws. 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 budgeting; labor relations; employee training and development; supervision; human resources development; public relations; office management; office practices and procedures; agency policy and procedures; government structure and process; counseling; interviewing; law. Skill in word processing; equipment operation. Ability to recognize unusual or threatening conditions and take appropriate action; deal with many variables and determine specific action; add, subtract, multiply and divide whole numbers; comprehend simple sentences with common vocabulary; complete routine forms; maintain accurate records; originate routine business letters reflecting standard procedures; prepare and deliver speeches before specialized audiences and general public; cooperate with co-workers on group projects; answer routine telephone inquiries from public; establish friendly atmosphere as supervisor of work unit; handle sensitive inquiries from and contacts with officials and general public; resolve complaints from angry citizens and government officials.

**MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:**

Any equivalent combination of relevant training and experience including but not limited to: Bachelor's degree in personnel

administration, human resources or related field with six (6) years of human resources experience.

**Additional requirements:**

No special license or certification is required.

**Supervisory Responsibilities**

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

**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