

SENECA COUNTY
An Equal Opportunity Employer

POSITION DESCRIPTION

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Office/Agency: Board of Commissioners	Employee Name:
Class Title: Human Resources Director	Position Title: Human Resources Director
Class Number:	Position Number:

Dept./Div.: Board of Commissioners	Civil Service Status: Unclassified – R.C. 124.11(A)(3)(b)
Unit: Human Resources	Employment Status: Full-time
Reports To: County Administrator	FLSA Status: Non-exempt
Pos. # of Supvr.: N/A	Pay:

CLASS DESCRIPTION:

Under administrative direction of the County Administrator; develops and administers human resources policies and procedures for the Board of Commissioners; ensures legal compliance and alignment with strategic and operational County goals; administers and manages staffing, recruitment, selection, benefits, and compensation programs; advises and participates in labor negotiations; assists the County Administrator with overseeing and directing the general operations of offices under the jurisdiction of the Board of Commissioners; supervises assigned employees.

QUALIFICATIONS: An example of acceptable qualifications:

Bachelor's degree in human resources, business administration, or other related field; three (3) to five (5) years' experience in human resource management or other related field; multiple years of public sector experience demonstrating a familiarity with personnel, budgets, and other issues unique to the public sector preferred; experience in collective bargaining; or any equivalent combination of education, experience, and training which provides the required knowledge, skills, and abilities.

LICENSURE OR CERTIFICATION REQUIREMENTS:

Must possess a valid Ohio driver's license and maintain insurability under the County's vehicle insurance policy.

EQUIPMENT OPERATED: The following are examples only and are not intended to be all inclusive.

Personal computer, computer software (e.g., Microsoft Office, Outlook, other applicable computer software), printer, scanner, copy machine, calculator, fax machine, other standard business office equipment, motor vehicle.

INHERENTLY HAZARDOUS OR PHYSICALLY DEMANDING WORKING CONDITIONS:

The employee has exposure to chemical compounds found in an office environment (e.g., toner, correction fluid, etc.); works in and around crowds; may have contact with emotional or distraught people, and the general public; may be required to work irregular hours; occasionally required to stand, walk, stoop, kneel, crouch, or crawl on even and uneven surfaces; occasionally required to lift, carry, push, or pull objects 25 lbs. or less.

Note: In accordance with the U.S. Department of Labor physical demands strength ratings, this is considered sedentary work.

Developed by:

Date Adopted:

Clemans, Nelson & Associates, Inc.

Date Revised: 12-6-19 JA

Dublin, OH 43017

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JOB DESCRIPTION AND WORKER CHARACTERISTICS:
JOB DUTIES in order of importance

ESSENTIAL FUNCTIONS OF THE POSITION: For purposes of 42 USC 12101:

- 45% (1) Develops and administers human resource policies and procedures for the organization ensuring legal compliance and alignment with strategic and operational goals; develops and administers staffing plans and recruitment/selection processes for full-time, part-time and seasonal positions; administers and manages the compensation program (e.g. tables of organization, job descriptions, and compensation studies) and makes recommendations as appropriate; manages the benefit programs and makes recommendations as appropriate; administers the employee performance evaluation and pay-for-performance programs; advises management staff concerning policy and procedures, collective bargaining contract, state and national employment laws and assists in the resolution of matters; plans, develops and implements effective labor relations strategies and leads collective bargaining; supervises assigned staff (e.g., authority to or ability to effectively recommend to hire, transfer, lay off, recall, promote, discharge, assign, reward, or discipline); assists with developing County-wide directives and policies for operations.
- 15% (2) Conducts investigations and recommends resolution to human resources matters as it relates to the policy, grievances and alleged violations of employment laws; facilitates diversity efforts through community access and diversity programs; reviews and recommends action as it relates to workers' compensation and unemployment compensation filings and facilitates communication between County and third party administrators; oversees employee communications, incentives and special programs; identifies staff training needs, makes recommendations for action and facilitates the delivery of training courses/programs.
- 15% (3) Managers workers' compensation program, including preparation of required reports and claims management. Maintains the County's records regarding Workers' Compensation claims; conducts and oversees accident investigations and related training; monitors progress of claims; oversees policy implementation and ensures that the county's interests regarding Workers'

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Compensation claims are properly addressed; stays informed regarding Workers' Compensation programs available. Works collaboratively with Facilities/Safety Director on matters relating to employee safety.

10% (4) Prepares administrative and confidential reports, forms and correspondence (e.g. salary data, equal employment opportunity materials, and collective bargaining materials); acts as the Privacy Officer for HIPAA compliance activities performing duties such as development/implementation, maintenance of, and adherence to policies/procedures which cover the privacy of, and access to, patient health information in compliance with federal law governing HIPAA.

10% (5) Under administrative direction, carries out special projects as assigned; conducts research; meets with Elected Officials, Administrator, and Directors as appropriate; serves as liaison between County and third party providers to resolve outstanding concerns; serves as EEO Officer/Coordinator; acts in the place of the County Administrator in the absence of the Administrator and Assistant Administrator.

(6) Attends all meetings of the Board at which attendance is required by the Board or County Administrator; actively participates as a member to various boards, commissions or organizations when assigned by the Board.

(7) Maintains required licensures and certification, if any; continues proficiency in subject areas through professional continuing education.

(8) Meets all job safety requirements and all applicable safety standards that pertain to essential functions.

(9) Demonstrates regular and predictable attendance.

OTHER DUTIES AND RESPONSIBILITIES:

5% (10) Performs other duties as assigned.

(11) Attend staff meetings as assigned.

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MINIMUM ACCEPTABLE CHARACTERISTICS: (*indicates developed after employment)

Knowledge of: *County, Department, and Division goals and objectives; *County, Department, and Division policies and procedures; *personnel rules and regulations; human resources; government structure and process; budgeting; Worker’s Compensation; *CORSA/CCAO; labor and employment laws and regulations; business administration; public relations; supervisory principles and practices; manpower planning; project management; office management.

Skill in: motor vehicle operation; computer operation; use of modern office equipment.

Ability to: develop and maintain effective working relationships; perform job safely; interpret a variety of instructions in written, oral, picture, or schedule form; issue directives; work efficiently; maintain accurate records; prepare accurate and concise reports; exercise independent judgment and discretion; monitor finances; apply management principles to solve agency problems; sorts items into categories according to established methods; instruct others; interview applicants; deliver presentations; communicate effectively in oral and written form; maintain confidentiality; handle sensitive inquiries from public and/or officials; resolve complaints from public; travel to and gain access to jobsite; use proper research methods to gather data.

POSITIONS DIRECTLY SUPERVISED:

None.

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124.11(A)(3)(b)

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This position description in no manner states or implies that these are the only duties and responsibilities to be performed by the position incumbent. My (employee) signature below signifies that I have reviewed my position description, and that I understand the contents of the position description.

(Approval of Appointing Authority)

(Date)

(Employee Signature)

(Date)

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