

POSITION DESCRIPTION  
**FRANKLIN COUNTY CHILDREN SERVICES**

An Equal Opportunity Employer

<b>JOB CLASSIFICATION:</b> <i>Personnel Administrator 2</i>		<b>DIVISION:</b> <i>Legal Division</i>	<b>DEPARTMENT:</b> <i>Human Resources</i>
<b>WORKING TITLE:</b> <i>Director of Human Resources</i>		<b>PCN &amp; CLASSIFICATION OF SUPERVISOR:</b> <i>703000 Attorney 6 - General Counsel</i>	<b>JOB STATUS:</b> <i>Full-time</i>
<b>CLASSIFICATION NO.:</b> <i>64632</i>		<b>PCN:</b> <i>704200</i> <b>PAY RANGE:</b> <i>32</i>	<b>REVISION DATE:</b> <i>5/18</i>
<b>EQUIPMENT USED:</b> <i>telephone calculator printer computer copying machine automobile</i>			
<b>MINIMUM QUALIFICATIONS/EDUCATION /TRAINING REQUIRED:</b> <i>Completion of undergraduate core program in personnel administration or management or human resources and 30 mos. exp. in personnel administration or management or human resources which includes 12 mos. exp. in supervisory principles/procedures, or 6 mos. exp. as Personnel Administrator 1; or equivalent.</i>			
<b>PREFERRED:</b> <i>Master's degree in human resources or related field, minimum of 7-10 years public service related human resources exp.; demonstrated exp. at key administrative level with significant supervisory exp.; HR certification and demonstrated commitment to cultural diversity.</i>			
<b>PURPOSE:</b> <i>Employee is under the administrative supervision of the General Counsel; develops, directs and administers the agency's Employee Relations Program. Directly supervises division staff. The employee will help the agency achieve CFSR standards and help ensure service delivery that focuses on Safety, Permanency and Well-being for the families served by the agency. The employee is committed to practicing cultural competence by: working respectfully and effectively with people of all cultures, classes, races, genders, ethnic backgrounds, religions, sexual orientations, mental and physical abilities, ages and appearances in a manner that recognizes, affirms and values the worth of individuals, families and communities and protects and preserves the dignity of each. The employee will adhere to the agency's Guiding Principles by serving as a child welfare professional, valuing every child, honoring families, and valuing partnerships.</i>			
60%	<b>JOB DUTIES:</b> <i>Responsible for ensuring compliance with Board policies, administrative policies and procedures, and all applicable federal and state employment laws and regulations. Responsible to ensure adequate supervision of worker compensation, FMLA and accommodation requests, including the tracking of both. Responsible to ensure department procedures and policies are created, retained and uniformly applied. Develops and administers a strategic plan and Employee Relations Program that is designed to achieve the agency's employee relations goals with an emphasis on cultural diversity, recruitment and retention. This includes, but is not limited to, developing and implementing a recruitment and retention plan for social work staff, developing and implementing a professional development plan for all supervisors, reviewing and monitoring the training and development plan for all new employees, and developing and monitoring an agency succession plan which addresses anticipated retirements over the next five years; directly supervises division staff.</i>		
20%	<i>Oversees the agency's labor-management relationship and contract administration; conducts training of staff on the Labor-Management Agreement, personnel policies, performance evaluations, etc.; oversees the development, implementation and maintenance of the ongoing development of the agency's personnel policies and procedures.</i>		

Personnel Administrator 2 – Human Resources  
(Director of Human Resources)  
PCN 704200  
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10% *Coordinates annual employee recognition efforts; provides staff support to the Children Services Board Personnel Committee; serves on Risk Management and Labor-Management Committees.*

5% *Reviews and redesigns the performance evaluation form for management and non-bargaining unit staff; develops a means for holding managers accountable for timely staff evaluations.*

5% *Performs other related duties as assigned.*

***\*Other related duties may include handling cases from Intake, if needed and if determined by HR to be qualified to do so.***

**List no. of positions and Class Titles of positions supervised**

1 – Management Analyst 2  
1 – Personnel Administrator 1

\_\_\_\_\_  
Signature of Agency Representative

\_\_\_\_\_  
Date