

POSITION DESCRIPTION
FRANKLIN COUNTY CHILDREN SERVICES

An Equal Opportunity Employer

JOB CLASSIFICATION: <i>Personnel Administrator 1</i>	DIVISION: <i>Legal Division</i>	DEPARTMENT: <i>Human Resources</i>
WORKING TITLE: <i>Assistant Director of Human Resources</i>	PCN & CLASSIFICATION OF SUPERVISOR: <i>704200-Personnel Administrator 2</i>	JOB STATUS: <i>Full-time</i>
CLASSIFICATION NO.: Click here to enter text.	PCN: Click here to enter text. PAY RANGE: 28	Revision Date: 10/16

<p>EQUIPMENT USED: <i>telephone calculator printer</i> <i>computer copying machine automobile</i></p>
<p>MINIMUM QUALIFICATIONS/EDUCATION/TRAINING REQUIRED: <i>Completion of undergraduate core program in human resources or related field; 24 mos. exp. in personnel administration or management or human resources which includes 12 mos. exp. in supervisory principles/procedures, or equivalent; SHRM-CP or PHR certification; demonstrated commitment to cultural diversity.</i></p> <p>PREFERRED: <i>Master's degree in human resources or related field; 5-10 years public sector related human resources exp.; demonstrated exp. at key administrative level with significant supervisory exp.; SHRM-SCP or SPHR certification.</i></p>
<p>PURPOSE: <i>Employee is under the administrative supervision of the Director of Human Resources; is responsible for all aspects of the day-to-day operations of the department; directly supervises HR generalists. 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></p>

JOB DUTIES:

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| 65% | <i>Responsible for all aspects of day-to-day operations of HR Department; assists HR Director in creating and implementing departmental plans by identifying departmental needs and establishing plans of action; developing and implementing recruitment and retention efforts for social work staff; developing and implementing a professional development plan for all supervisors; directly supervises HR generalists, including managing their performance, development, and engagement.</i> |
| 20% | <i>Oversees administration of the Agency's leave programs, including leave taken pursuant to the FMLA; short and long term disability plans; and workers' compensation; oversees processing of ADA requests; serves as Hearing Officer for staff pre-disciplinary hearings.</i> |
| 10% | <i>Assists in the review and redesign of the performance evaluation form for management and non-bargaining unit staff; provides staff support to Children Services Board Personnel Committee when necessary; prepares reports as requested; assists with special projects.</i> |
| 5% | <i>Performs other related duties as assigned.</i> |

List no. of positions and Class Titles of positions supervised

2 - Personnel Officer 2
1 - Personnel Officer 3

Signature of Agency Representative

Date