



Protecting Children by Strengthening Families

**Franklin County Children Services  
POSITION DESCRIPTION**

**Classification Title:** Human Capital Management Associate  
**Working Title:** HR Associate  
**Supervisor:** Human Capital Management Administrator 1 704202  
**Division/Department:** Employee Relations – Human Resources  
**Job Status :** Full-Time  
**FLSA Status :** Non-Exempt  
**PCN :** 704204  
**Pay Range:** 18  
**Probationary Period:** 6 months  
**Classification#:** 64611/C085  
**Revision Date:** 7/2021

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**OBJECTIVE/PURPOSE**

Employee is under administrative direction from the Human Capital Management Administrator 1; provides support to the Human Resource department by assisting HR Managers and Analysts. Manages the Human Resource office as the receptionist and processes applicants, mail delivery, answering phone, purging files and directing staff to the appropriate resources.

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.

Given the nature of this classification's duties/responsibilities, it has been designated as Non-Exempt under the governing Fair Labor Standards Act regulations and, therefore, is entitled to formal overtime compensation and/or formal compensatory time.

**ESSENTIAL DUTIES AND RESPONSIBILITIES**

35% Performs front desk duties by answering, screening and directing telephone calls, ordering office supplies; answer routine inquiries; greets the public, visitors and applicants; verifies employment; schedules interviews, performs fingerprinting and notary duties, schedules conference room and cleans, updates and purges all HR files as necessary.

**ADDITIONAL DUTIES AND RESPONSIBILITIES:**

20% Processes all prospective applicant paperwork, testing, fingerprints and coordinates their initial paperwork that gets distributed to the Analysts.

20% Sets up and maintains recruitment folders for incoming job bids. Maintains recruitment spreadsheets. Assists the Department leadership with mass communication and maintains the HR newsletter. Processes and logs resignation and resignation letters. Distributes the HR Mailbox to the appropriate staff for processing. Completes business card verifications and processes Perkins Loan Forgiveness paperwork for all FCCS staff.

15% Regularly attends department meetings, maintains HR Intra-net page, processes sick leave conversion memo's for bargaining unit staff

10% Performs other related duties as assigned, which includes assisting the Director with special projects as needed.

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

**SUPERVISORY RESPONSIBILITIES**

**None**

**QUALIFICATIONS**

**Minimum Qualifications:** 4 courses or 12 months experience in human resources or equivalent of minimum class qualifications.

**Preferred Qualifications:** 2 years' experience in human resources; 60 semester credit hours or equivalent to a junior year status in human resources or related field; or an associate degree in human resources or a related field.

**Certification or Licensure:** A valid Ohio Driver's License and automobile insurance that is in compliance with Franklin County Children Services policy required is for travel. Travel can occasionally include out of state travel which may require airline travel.

Regular attendance, as governed by and in accordance with applicable rules, regulations, procedures and laws, is regarded as an essential requirement of this classification.

**AMERICAN WITH DISABILITIES SPECIFICATIONS**

**Physical Requirements:** Ability to operate standard office equipment in the performance of job functions (e.g. telephone, calculator, printer, scanner, microfiche, computer, copying machine, automobile, fingerprint equipment).

Prolonged periods of sitting at a desk and working on a computer.

Ability to occasionally lift and move objects weighing 10 – 15 lbs.

Occasional pushing, pulling, kneeling, reaching, and standing.

**Work Environment:** Typical office environment. May be asked to visit other FCCS sites, homes or other facilities.

**Signature of Agency Representative:**

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**Charles Spinning**  
**Executive Director**

**Date**