

Medina County Job and Family Services

Position Description

Division:	Administration
Unit:	Administration
Supervisor:	11000.0

Classification: Human Resource Administrator	Working Title: Human Resource Administrator
Class Number: 10221	Position Control Number: 11200.0
Status: Non-Bargaining	Pay Range: 31

Summary of Essential Duties

Under the direction of the Director of Job and Family Services, directs the Human Resources functions of the agency including but not limited to recruitment, selection and evaluation of staff and foster parents, advises Administration and staff regarding human resources related issues, processes payroll and provides support in multiple areas of human resources such as assisting with procurement, interviewing, compensation, benefits and orientation.

Functions of the Position

1. Is familiar with and functions in accordance with the classification specifications and agency policies and procedures.
2. Presents self in a professional and culturally sensitive manner to co-workers, staff, other agency personnel and the public.
3. Returns phone calls and correspondence in a timely manner, adhering to agency policy and time frames.
4. Maintains and updates agency employee informational database.
5. Attends weekly administrative meetings.
6. Oversees staff training and development.
7. Supervises and completes orientation for new staff in the phone room.
8. Assumes responsibility for special projects at the request of the Director (including Coats for Kids, United Way, etc.)
9. Mediates staff disputes.
10. Participates in labor relations and labor negotiation meetings.
11. Completes Personnel Action forms and submits to the Commissioners with appropriate documentation for approval.
12. Maintains Table of Organization.
13. Maintains and reviews current policies for Human Resources Office such as union contract, personnel handbook, county handbook, PERS, civil service laws and rules, insurance manuals, etc., keeping all information available for employees.
14. Coordinates the employee evaluation process; distributes forms, tracks dates of completion thru agency computer system, making copies for employee and supervisor and filing original. Maintains tracking system for annual and probationary periods for both new and promoted employees.
15. Meets with employees and assists in identifying and resolving human relations and work

- performance problems. Refers staff to Employee Assistance Programs as needed.
16. Prepares and processes agency payroll; monitors time clock activity; distributes paychecks; processes longevity; maintains overtime reports, files for Leave Requests, bi-weekly pay information and payroll printouts. Reviews, updates and submits monthly Union pre-billing form. Completes Full Time Equivalent (FTE) report.
 17. Maintains employee personnel records.
 18. Maintains agency entry security system including photo ID cards.
 19. Acts as liaison with the Auditor's Office and the County Human Resource Office.
 20. Coordinates job recruitment from within and outside the agency; reviews position description for accuracy and posts job vacancies. Maintains an applicant file, requests civil service lists and advertises in local paper.
 21. Coordinates interview selection process.
 22. Coordinates new employee orientation; mails information packet, completes background check and drug testing. Oversees completion of all required forms and submits to appropriate County departments.
 23. Conducts orientation and provides new employees with orientation packet pertinent to job.
 24. Acts as liaison with other staff members and departments, the general public, clients, vendors, community groups and other Job & Family Services agencies.
 25. Keeps current on training requirements, attends required meetings and shares gained information with co-workers.
 26. Serves as a resource person for other staff.
 27. Meets all job safety requirements and all applicable OSHA safety standards that pertain to job duties.
 28. Performs other duties as assigned.

Knowledge, Skills and Abilities

Knowledge of: Ohio Civil Service laws and procedures; personnel policies, procedures and guidelines; Federal, State and local equal employment laws, office practices and procedures; Administrative practices; office rules and policies; agency computer systems; agency payroll system; intermediate mathematical operations; personnel records/files; personnel guidelines, policies, practices, rules and regulations; employee benefits; job recruiting and screening practices; orientation practices; workers compensation policy; typing principles; filing practices.

Skill in: Organization; oral communication; interviewing; computer operations; typing; data entry; writing; dealing with the public; basic mathematical operations; listening; advising and providing constructive criticism.

Ability to: Work with others; perform intermediate mathematical operations; answer routine questions; maintain accurate records; complete forms; perform computer operations; type; prepare and process personnel actions; write job descriptions; use agency computer programs; interpret policy and procedures; research rules; advise others on Human Resource issues; give or exchange facts and information; communicate factually and clearly; read and comprehend technical material.

Qualifications

Possession of a Master's degree or Bachelors degree with two (2) years relevant paid experience.

or

Possession of a related Associate degree and one (1) year experience in a human resources environment or other administrative experience including experience in math, relationship building and agency knowledge.

Additional Requirements

Must successfully undergo BCI background check
Successfully complete an alcohol and drug screening
Possess a valid Ohio Driver's License
Provide proof of eligibility to work in the United States

Inherently hazardous or physically demanding working conditions:

May encounter irate clients or individuals; may have some exposure to common chemicals found in an office environment, such as toner and correction fluid; may be required to lift up to 40 pounds (i.e., computer components, supplies).

Human Resources Officer P.C.N. 11200.0

List Position Numbers and Class Titles of Positions directly supervised:	Signature of Agency Representative:	Date:
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