



CLASSIFICATION SPECIFICATION

CLASS NUMBER 80141

HUMAN RESOURCES ADMINISTRATOR

OHIO COUNTY DEPARTMENTS OF JOB AND FAMILY SERVICES

EFFECTIVE

MAY 5, 2002

The duties are arranged in order of importance. However, the specific duties and the frequencies listed may vary across counties depending on such factors as the number of other incumbents within this job classification, related classifications, and/or the size of the CDJFS. Therefore, a Human Resources Administrator may not perform all of the duties listed. However, performance of the first duty (I) and second (II) duties a minimum of 20% of the time is mandatory for this classification.



Summary of Essential Duties

The primary purpose of the Human Resources Administrator position is to supervise assigned staff, as well as to oversee all human resources functions, and acting as an advisor on human resources/labor relations issues for the agency. In addition the incumbent performs human resources-related administrative duties.

Duties

Frequency: 40% +/-15%

- I. Provides direct supervision to assigned staff.
 - A. Determines need for new staff members.
 - B. Interviews applicants and makes recommendations for the hiring of new employees; initiates actions for the termination of employees.
 - C. Disciplines subordinates when necessary.
 - D. Reviews, approves, or denies employee requests for leave.
 - E. Completes performance evaluations of subordinates' work.
 - F. Meets with subordinates regarding any grievances.
 - G. Trains new and current employees.
 - H. Assigns and reviews work of subordinates.
 - I. Interprets policies and procedures for subordinates.
 - J. Conducts contract negotiations with the union.

Frequency: 35% +/-10%

- II. Oversees all human resources functions, acting as an advisor on human resources/labor relations issues for the agency.
 - A. Ensures agency compliance with laws and regulations concerning human resources issues.
 - 1. Interprets Ohio Revised Code for subordinates.
 - 2. Ensures compliance with appropriate sections.
 - 3. Completes forms (e.g., Equal Employment Opportunity forms - EEO).
 - 4. Ensures Affirmative Action (AA) plans are followed.
 - 5. Compiles Americans with Disabilities Act (ADA) documentation.
 - 6. Ensures program compliance with Family Medical Leave Act (FMLA).
 - B. Advises agency director and other agency members on human resources/labor relations issues.
 - C. Oversees employee relations program.
 - D. Maintains personnel records.
 - E. Performs payroll duties.
 - F. Investigates and responds to EEO complaints from within and outside of the



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- G. agency (e.g., Equal Employment Opportunity Commission - EEOC).
Ensures compliance with applicable collective contract.

Frequency: 25% +/-8%

- III. Performs human resources-related administrative duties.
- A. Coordinates, schedules and directs agency meetings.
 - B. Serves as liaison between administrator and subordinates.
 - C. Analyzes problem areas in programs, services, policies or procedures.
 - D. Recommends corrective action for identified problem areas in programs, services, policies or procedures.
 - E. Serves as primary liaison between agency workers and Union officials to resolve daily labor relation problems.



**KSA'S FOR THE
JOB CLASSIFICATION OF
HUMAN RESOURCES ADMINISTRATOR**

DUTY	KNOWLEDGE	SKILLS	ABILITIES
I	Personnel practices; Payroll functions; Supervisory practices; Training and development practices; Interviewing principles; Basic mathematic principles; Contracts and negotiations; The Americans with Disabilities Act; Civil Rights Act.	Supervising; Oral communication; Organization; Interviewing.	Coordinate the actions of others; Negotiate with others; Perform basic mathematical operations; Answer routine questions/inquiries; Maintain accurate records; Supervise others; Interview others; Monitor the work of others; Assign work to others; Train others; Read, copy and record figures; Recognize errors in the work of others; Discipline others; Explain assignments, procedures or situations to others.
II	Local, State, and Federal laws, rules and regulations; Personnel practices; Human resource functions; Payroll functions; Supervisory practices; The American's with Disabilities Act; The Civil Rights Act; Compensation issues; Investigation procedures; EEOC regulations; Affirmative Action.	Organization; Oral communication; Investigation procedures; Advising.	Provide legal advice to others; Answer routine questions/inquiries; Monitor the work of others; Supervise others; Explain legal or technical issues to others; Maintain accurate records; Investigate EEO complaints; Ensure compliance with Family Medical Leave Act (FMLA); Complete forms; Ensure Affirmative Action plans are followed; Interpret personnel/legal issues; Compile ADA documentation; Perform payroll duties.
III	Administrative practices; Program planning; Program implementation; Contracts and negotiations; Social welfare issues.	Oral communication; Organization.	Listen for problems or issues and provide responses or explanations; Answer routine questions/inquiries; Develop programs; Explain legal or technical issues to others; Schedule meetings; Act as liaison; Analyze problems in programs, services, policies or procedures; Recommend corrective actions.



Minimum Qualifications

- Completion of undergraduate major core program in human resources, personnel, labor relations/collective bargaining, or industrial psychology or similar field. Also requires three years of experience in the area of human resources.

- Or two courses or twelve months of experience in employment law, two courses or twelve months of experience in labor relations, two courses or twelve months of experience in human resources management, one course or six months of experience in business mathematics, accounting or finance, one course or six months of experience in verbal communication, and one course or six months of experience in written communication for business. Also requires an additional three years of experience in the area of human resources.

- Or any combination of education, training and/or experience in area of human resources that equals five years, of which twelve months experience must have been in labor relations.

Or education, training and/or experience in an amount equal to the Minimum Qualifications stated above.

Unusual Working Conditions/Hazards

The position requires no unusual physical demands. The work is mostly sedentary. The position involves little risk of injury. The majority of work is performed in an office setting.