

Job Title: Human Capital Management Administrator 1

Location: Columbus, Ohio

Job Type: Full-Time

Job Description: Key Responsibilities:

- Responsible for all aspects of the day-to-day operations of the HR department and directly supervising staff, including managing their performance, development, and engagement;
- Assists Employee Relations Director in creating and implementing departmental plans by identifying departmental needs and establishing plans of action;
- Develop and implement recruitment and retention efforts for social work staff;
- Develop and implement a professional development plan for all supervisors at the Agency;
- Oversee administration of the Agency's leave programs, including leave taken pursuant to FMLA, short- and long-term disability plans, and workers' compensation;
- Oversee processing of ADA requests;
- Serve as Hearing Officer for staff pre-disciplinary hearings;
- Process Agency's unemployment claims; and
- Provides staff support to Children Services Board Personnel Committee and prepares reports as requested.

Advantages of Working at Franklin County Children Services:

- Health Care Benefits - Medical/Dental/Vision/RX/Mental Health/EAP
- Life Insurance Plans
- 10 Paid Holidays, 5 Personal Days and 2 Weeks' Vacation after your first year!
- Tuition Reimbursement
- College loan repayment and Perkins Loan Deferment/Pay-Off
- Longevity Pay/Length of Service Pay

Qualifications:

- Master's degree in human resources or a related field with 10-12 years public sector related human resources experience and 5 years of supervisory and staff development experience.
- SHRM-SCP or SPHR certification and valid Ohio Driver's License and automobile insurance.
- All positions are subject to a criminal background, fingerprinting, employment verification, and motor vehicle report check.

To apply for the position and for a full description of job duties, please send your resume, salary requirements and cover letter to fccshr@fccs.us.