



Franklin County Children Services

POSITION DESCRIPTION

About us:

Franklin County Children Services (FCCS) is a large, metropolitan child welfare agency with more than 300 caseworkers and 400 support staff members dedicated to child protection and family stability. FCCS believes in investing our time and resources to attract and hire an engaged, talented, and diverse workforce that is committed to protecting children by strengthening families.

Benefits of working for us:

Hiring Bonus up to \$1,500; Low Premium Medical, Dental, & Vision; OPERS (Ohio Public employment Retirement System); Life Insurance Coverage at no cost (up to 50,000); Tuition Reimbursement; EAP Program; Additional Raises over the next three years (based on continuous service); Generous personal, vacation, & sick time.

Job title: Human Capital Management Analyst

Location: 855 W. Mound Street

Job Type: Full Time, 40 Hours, Monday-Friday 8am-5pm, non-exempt

Starting Salary: \$23.42 per hour

Essential Duties and Responsibilities:

30% Reviews and screens resumes/applications; conducts initial employment interviews and makes recommendations to appropriate supervisor/directors; checks employment references; coordinates background investigations; administers and scores clerical tests.

30% Recruits applicants for professional and paraprofessional job classifications; prepares advertisements and recruitment materials and announcements; contact colleges, universities, business schools, community organizations, and career service offices; plans and attends job fairs

25% Assists with position reclassifications of positions and job audits; assists with writing position descriptions. Prepares reports, letters, memos, attends meetings, etc. as requested.

10% Maintains contact with Agency department heads or supervisors to determine specific duties of position for recruitment purposes; contacts appropriate outside agencies, such as Department of Administrative Services, for consultation purposes. Answers questions regarding salary, benefits, job qualifications, Agency policies and procedures; counsels and advises staff on personnel related matters

5% Performs other duties as assigned.

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

Minimum Qualifications: 2 year Technical program or undergraduate major program core coursework in public administration or management & human resources (or 2 years experience in public administration or personnel in agency which is not part of Ohio's county or state government or university system) and 6 months training and/or experience in supervision or providing work direction & training to others; or 6 months experience as Personnel Technician 2 or Personnel Officer 2 (or 6 months comparable personnel experience in Ohio county or state agency or state supported university) & 3 months training and/or experience in providing work direction & training to others.

Preferred Qualifications: Master's Degree with coursework in personnel administration, organizational planning or human resource management; several years relevant work experience; knowledge and skill in interviewing; or Bachelor's Degree in personnel administration, organizational planning or human resource management plus considerable relevant experience in areas such as interviewing, job classification, Civil Service Laws, etc. Recruitment in union environment preferred.

How to Apply

Please send applications and resumes to fccshr@fccs.us

For information on FCCS, including employee benefits and our company culture, visit our website at <https://externalfccsapps.fccs.franklin.oh.us/FCCSForms/Employment.aspx#!/jobs/list>

All qualified applicants will receive consideration for employment without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state, or local laws.