



## KNOX COUNTY BOARD OF COMMISSIONERS

AN EQUAL OPPORTUNITY EMPLOYER

<b>Job Title:</b>	Human Resources Coordinator	<b>Department:</b>	Human Resources
<b>Position Type:</b>	Full-time 40 hours per week Classified, Non-Bargaining Unit	<b>Address:</b>	117 East High Street Mount Vernon, Ohio 43050
<b>Typical Work Schedule:</b>	8:00 a.m. to 4:00 p.m. Monday through Friday / Must be available to on occasion work outside typical business hours.	<b>Pay Range:</b>	\$55,000 – \$65,0000
<b>Contact Information:</b>	courtneylower@co.knox.oh.us	<b>FLSA:</b>	Exempt
<b>How to apply:</b>	<a href="http://knox.oh.us/employment">Employment Opportunities (knox.oh.us)</a>		

### Objectives

Individual serves all offices and departments of Knox County with varied human resource functions. Individual will advise, conduct and assist with: personnel training and development, labor and employee relations, hiring and recruiting, and directly assists the Human Resources Director with all functions of the office. Individual reports to the Human Resources Director.

### Job Standards

- Bachelor's degree in Human Resources, Business Administration or related area plus five (5) years related work experience; or equivalent combination of education and experience. Public sector experience preferred.
- PHR, SPHR or CLRP preferred;
- Must possess a valid driver's license and acceptable driving record.
- Must meet and maintain qualifications for driving on county business as a continued condition of employment.
- All required licenses and certificates must be maintained as a condition of continued employment.

### Job Description

#### ESSENTIAL JOB FUNCTIONS:

- Works with hiring managers to coordinate their staffing/hiring needs;
- Conducts trainings;
- Identifies and sources qualified candidates, reviews job applications/resumes, schedules and assists in conducting interviews, applicant testing, evaluates candidates for potential hire, checks references, conducts background checks and coordinates pre-employment drug screenings;
- Ensures regulatory aspects of the full cycle recruitment process is compliant with federal and state requirements;
- Manages all communication with candidates;
- Maintains applicant tracking system; prepares and maintains associated metrics;
- Provides technical assistance to management and staff regarding personnel and employment matters, including but not limited to: interpreting ADA, FLSA, FMLA, Civil Rights, Employee Handbook, Standard Operating Procedures, etc., and recommends performance improvement and corrective action when necessary;
- Provides consultation in areas which include staffing, performance management, and employee relations;
- Provides assistance with and processes FMLA, Workers' Compensation and safety-related issues and training;
- Collects data, devises correspondence, completes forms and assists in the preparation of professional reports associated with the Human Resources operations;
- Assists with creating, updating, and maintaining position descriptions;
- Coordinates and conducts new employee orientations, exit interviews and completes prior public service requests;
- Develops, coordinates, and oversees training programs to further develop employees' skills and abilities;
- Maintains learning and performance management system;
- Prepares and maintains training metrics;
- Evaluates the effectiveness of various training programs through observation, feedback, and testing;
- Oversees unemployment filings, maintains files and attends unemployment hearings;
- Completes mandatory federal and state EEO reporting and other mandatory reporting requirements;
- Completes and coordinates salary and benefits surveys;
- Assists the director in human resources projects and recommends annual budget for human resources activities;
- Interprets and implements Federal and State regulations including staying abreast of legislative changes and mandates;



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### ESSENTIAL FUNCTIONS CONTINUED:

- Supports the Human Resources Department and other programs by working with local agencies to include recommending and monitoring contracts, attending meetings, conferences, workshops, training sessions, and performing a variety of public relations duties;
- Handles customer complaints and public inquiries regarding programs;
- Demonstrates regular and predictable attendance;
- Performs typing, word processing, and related computer operations;
- Holds as confidential all aspects of the job;
- Works overtime and outside of typical work schedule/business hours as required; and
- Other duties as assigned.
- All functions listed may not cover all duties that are required to be performed.

### NON-ESSENTIAL JOB FUNCTIONS:

Performs related non-essential functions as required.

### I. JOB REQUIREMENTS

**Equipment:** Ability to operate a variety of office equipment such as computer and related software, copier, telephone, calculator, FAX machine, VCR/DVD, video projector and other equipment necessary to perform duties. Individual uses appropriate personal protective equipment when necessary. Ability to safely operate a motor vehicle is required.

### Critical Skills/Expertise:

- Thorough knowledge, adherence and aptitude to follow federal, state, county, and department policies and procedures;
- Ability to apply critical thinking skills to effectively define and solve problems, collect data, establish facts, draw valid conclusions using judgment, and analytical skills;
- Thorough knowledge of employee counseling and disciplinary procedures and the ability to aid management staff with supervisory issues and problems;
- Thorough knowledge of employment recruiting regulations including but not limited to Equal Employment Opportunity;
- Extensive knowledge of and ability to apply program policies and procedures to assist staff in the performance of their responsibilities;
- Ability to communicate professionally and effectively with internal and external customers, both orally and in writing;
- Ability to work effectively with customers who may be upset, distraught, irate, emotionally or mentally or otherwise unable to function within reasonable range of constructive behaviors;
- Ability to work independently, under pressure, and to set and achieve goals;
- Organize and prioritize work assignments, multi task with accurate focus and refocus in a fast paced environment;
- Efficiently operate computer programs such as, but not limited to, Microsoft Word, Excel, Outlook, and department specific programs;
- Ability to influence and persuade across all levels of the organization, exercising a high degree of confidentiality, professionalism, poise, tact and diplomacy to accomplish objectives;
- Ability to organize and maintain large volumes of information and paperwork; and
- Ability to effectively program plan independently and in collaboration with other staff units and outside agencies.



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**II. DIFFICULTY OF WORK**

Work consists of complex, varied, standardized and non-standardized tasks requiring application of numerous laws, rules, regulations, and procedures. Individuals are required to provide technical assistance to staff personnel on programs, policies, and the interrelationship of programs under extremely complex and difficult situations. It requires the individual to be continually aware of changes occurring which must be learned and passed on to staff. Procedures must be developed for implementing changes at the local level.

**III. RESPONSIBILITY**

Supervisor provides general guidance allowing the individual the ability to plan the procedures and methods to attain objectives. Individual operates independent of supervision in handling daily operations, normally receiving supervisor's input when needed. Errors in work may cause inaccuracies in reports, records, or technical data resulting in inaccurate or incomplete information, which may result in fiscal sanction or legal implications against the County.

**IV. PERSONAL WORK RELATIONSHIPS**

Contact is with co-workers, employees from public and private sector organizations and the public. The purpose of these contacts is to guide and direct, check on progress of work assigned, coordinating services, job development/referrals, make recommendations and handle questions about department, programs and customer concerns.

**V. PHYSICAL EFFORT AND WORK ENVIRONMENT**

**Physical Requirements:** The physical requirements of the position are identified as sedentary work, which may require the lifting of up to twenty-five (25) pounds.

**Physical Activity:** The physical activity of the position is manual dexterity, talking, hearing, lifting, pushing, pulling, reaching, and walking.

**Visual Activity:** The minimum visual activity of the seeing job is close to the eyes.

**Job Location:** The minimum work conditions for the position indicate that the individual is not exposed to adverse environmental conditions.

**ACKNOWLEDGMENT FOR RECEIPT OF JOB DESCRIPTION**

I have received a copy of the Job Description and have read and understand its contents. I acknowledge that the above description is a representation of the major duties and responsibilities of this position.

Employee:

Date:

PCN#:

Wage:

FLSA Status: Exempt

Civil Service Class: Classified

Revised: 8.10.2022