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: Labor Relations/EEO Officer

Location: Columbus, OH

Job Type: Full Time, 40 Hours, Non-Exempt

Salary: Commensurate with experience

Key Responsibilities

40% Conducts internal investigations and prepares reports of complaints related to protected class issues; prepares written responses to inquiries of OCRC, EEOC, etc. Collects, reports and completes survey on Equal Employment Opportunity/Affirmative Action for state and local government officers, i.e. Ohio Civil Rights Commission, Franklin County Auditor; keeps current on race, sex and handicap composition with the agency departments. May represent the agency at discrimination complaint hearings conducted by state or federal agencies. Gathers & analyzes facts & documentation concerning grievances filed to recommend resolution, assists Human Capital Manager with preparation of case documentation, corrective actions, appeals & labor-management meetings (e.g., identifies existing & potential labor problems & makes recommendations for resolution within scope of current bargaining contract; gathers & compiles data & other documents).
**Additional Duties and Responsibilities**

20% Facilitates investigatory interviews, mediation meetings for staff and supervisors, sits in on letter of instruction and written reprimand meetings, and participates in performance improvement meetings including but not limited to probation extensions and all removals.

10% Provides guidance, assistance, and support to Agency directors, managers, and supervisors regarding collective bargaining agreement and Employee Handbook questions, and questions related to civil service laws and rules. Provides EEO training to new employees & management personnel to keep abreast of new trends or legislation; advises employees with discrimination charges or grievances.

10% Writes or edits position descriptions; analyzes or reviews all new or changed position descriptions for compliance standards; maintains contact with Agency department heads or supervisors to determine specific duties of position for recruitment purposes. Updates and monitors Agency SharePoint site housing position descriptions.

10% Develops & maintains contacts with employers and community organizations (e.g., Urban League, NAACP, universities) to assist in recruiting employees for fulfillment of affirmative action goals; participates in interviewing & selection of applicants to ensure EEO regulations are not violated; plans, conducts & attends meetings

5% Maintains applicant data bank until HRIS is fully functional, EEO, investigation records & statistical data; prepares periodic reports, surveys, position statements & other required forms for affirmative action program; posts EEO materials on bulletin board.

5% Performs other related duties as assigned.

**Qualifications**

**Minimum Qualifications:** Completion of undergraduate core program in human resources, business or publication administration; or 2 years’ experience in human resources; or 1-year experience as a Human Capital Management Associate; or equivalent of minimum class qualifications (3 months training or 3 months experience in interviewing; 3 months training or 3 months experience in EEO & affirmative action regulations & procedures & Labor Relations.

*** Knowledge of EEO & affirmative action regulations & procedures; interviewing; labor relations; personnel, business or public administration. Skill in use of computers. Ability to define problem, collect complaint data & assist in determining collective action; read & interpret EEO & affirmative action laws & agency manuals; calculate fractions, decimals & percentages; handle sensitive contacts & inquiries with state agency employees & administrative personnel; prepare investigative or summary reports.

**Preferred Qualifications:** Minimum qualifications, plus 4 years of demonstrated, progressive human resources experience; and a bachelor’s degree in human resources, business or publication administration that included coursework in human resources or labor relations; 18
mos. trg. or 18 mos. exp. in interviewing; 18 mos. trg. or 18 mos. exp. in EEO & affirmative action regulations & procedures; 3 mos. trg. or 3 mos. exp. in labor relations.

**Certification or Licensure:** A valid Ohio Driver’s License and automobile insurance that is in compliance with Franklin County Children Services policy required is for travel. Travel can occasionally include out of state travel which may require airline travel.

Regular attendance, as governed by and in accordance with applicable rules, regulations, procedures and laws, is regarded as an essential requirement of this classification.

**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](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.*