



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 Associate

Location: 855 W. Mound Street 1st Floor - Human Resources

Job Type: Full-Time 40hrs Monday-Friday 8a-5p

Starting Salary: \$20.05

Key Responsibilities:

35% Performs front desk duties by answering, screening and directing telephone calls, ordering office supplies; answer routine inquiries; greets the public, visitors and applicants; verifies employment; schedules interviews, performs fingerprinting and notary duties, schedules conference room and cleans, updates and purges all HR files as necessary.

20% Processes all prospective applicant paperwork, testing, fingerprints and coordinates their initial paperwork that gets distributed to the Analyst.

20% Sets up and maintains recruitment folders for incoming job bids. Maintains recruitment spreadsheets. Assists the Department leadership with mass communication and maintains the HR newsletter. Processes and logs resignation and resignation letters. Distributes the HR Mailbox to the appropriate staff for

processing. Completes business card verifications and processes Perkins Loan Forgiveness paperwork for all FCCS staff.

15% Regularly attends department meetings, maintains HR Intra-net page, processes sick leave conversion memos for bargaining unit staff.

10% Performs other related duties as assigned, which includes assisting the Director with special projects as needed.

Qualifications:

Minimum Qualifications: 4 courses or 12 months experience in human resources or equivalent of minimum class qualifications.

Preferred Qualifications: 2 years' experience in human resources; 60 semester credit hours or equivalent to a junior year status in human resources or related field; or an associate degree in human resources or a related field.

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.

Additional Duties and Responsibilities:

Will need to obtain notary within one year of employment.

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.