

**LUCAS COUNTY CHILDREN SERVICES  
POSITION DESCRIPTION**

Non-Exempt Non-Bargaining: \_\_\_\_\_

Exempt Non-Bargaining:  X

Bargaining Unit:

TITLE: Human Resources Manager

CLASSIFICATION:

Personnel Officer 2

UNIT: Human Resources

DEPARTMENT:

Human Resources

INCUMBENT:

START DATE IN POSITION:

SUPERVISOR:

SUPERVISOR TITLE:

Executive Director

**ACCOUNTABILITIES:** Manages the Human Resources operation including, the development, administration, and implementation of human resources policies and programs; labor/employee relations, recruitment & selection, legal compliance, compensation/classification management. Supervises the Time and Labor function for the preparation and processing of agency payroll. Provides expertise to management in the area of human resource administration. To assist in creating a work environment that promotes personal growth and excellence of Agency employees.

**ESSENTIAL DUTIES:**

Plans, directs, coordinates and maintains human resource management activities of the Agency, including functions such as employee compensation, recruitment, personnel policies and regulatory compliance. Consults with Executive Director on all matters related to employee compensation. Administers and effectively supervises salary administration and fringe benefit programs. Collaborates with the Executive Director or designee on compensation and fringe benefit issues and costs.

Handles employee and labor relations issues including providing consultation and guidance to managers on disciplinary and grievance issues/processes, arbitration process, including collecting necessary documents and witness coordination and disciplinary processes. Provides guidance to Managers, Directors and Executive Director regarding contract interpretation, Employee Handbook, and policies and procedures. Participates in labor contract negotiations and labor management meetings.

Supervises and provides oversight of the Time and Labor function for the preparation and processing of agency payroll. Ensures that agency pay practices are consistent with ORC/OAC and FLSA rules and regulations, agency rules, policies and procedures and with the provisions of the collective bargaining agreements.

Uses innovative technologies and tools to recruit top talent by maintaining relationships with employment agencies, universities and colleges to enhance and facilitate optimum recruitment efforts. In accordance with contractual guidelines, manages the Agency's internal posting and selection process. Participates in activities related to recruitment and hiring efforts, including screening candidates, interviews and background checks, selection decisions, salary recommendations and on-boarding activities for new hires.

Manages compensation and classification issues including job offers, classification plan management and job description development. Conducts job analysis and job audits and designs performance management processes and tools and employee rewards and recognition programs. Recommends changes to HR policies, procedures, manuals, Agency work rules, and related documents. Responsible for the administration of leaves under the Family and Medical Leave Act (FMLA). Monitors and issues responses to EEO/Civil Rights complaints. Identify/implements and recommends annual Human Resources Department goals and objectives. Develops and monitors HR departmental budget and expenditures.

Ensures the accuracy of information in the various electronic/computerized databases. Monitors/Analyzes statistical reports (i.e. grievances, turnover demographics, personnel needs, staff changes, exit interview and employee evaluation systems) and Agency Reports to determine trends and causes of personnel issues and develops recommendations for improvement of Agency policies and practices.

Assists in the training of Managers and Supervisors on HR related issues and concepts related to labor contract administration and labor relations, supervisor orientation. Participates in the development of training curriculum and provides guidance on management issues.

Serves as a member of various Agency committees, as requested, required and/or directed. Acts as liaison between LCCS and Ohio Department of Administrative Services, Division of Personnel, ensuring compliance with applicable civil service regulations. Represent Agency at personnel-related meetings, hearings and investigations. Disseminates information regarding Agency policy and procedures, and communicates a positive vision when providing support and rationale for new directives.

Plans, directs, and monitors the work assignments of staff in the Human Resources Unit. Reviews and approves work schedules and itineraries. Acts on leave requests and approves payroll timesheets. Reviews and approves mileage reimbursement reports. Conducts performance evaluations. Adjusts first level grievances. Takes and recommends disciplinary action.

**NON-ESSENTIAL DUTIES:**

Performs other related duties, as assigned.

**SCOPE OF POSITION:** Reports to: Executive Director; Supervises: Human Resources and Equity & Inclusion Coordinator, Human Resources Representatives (2), Human Resources Assistant and Human Resources Administrative Secretary.

**MINIMUM POSITION SPECIFICATIONS:** A) Bachelors degree w/Human Resource Management major; or B) HR/Business-related Bachelors degree required, Master Degree preferred and PHR/SPHR Certification desirable. Five (5) years of human resources generalist experience, including labor relations experience. Supervisory experience desirable. Background in the following areas required: Employment interviewing; employment law; union work environments; labor/management relations. Demonstrated ability to model effective interactions and communication skills in cross-cultural situations required. Must possess the ability to utilize computer technology to access information and produce reports.

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