



### **Human Resources Officer**

**Initial Pay Range \$52,416 - \$60,756.80 (Step 1 - 8 of 19 steps)**

**(\$25.20/hr. – \$29.21/hr.)**

(Consideration for training/experience as permitted by Civil Service Law)

### **Summary of Job Duties**

Marion County is seeking a dynamic Human Resources Officer to join our Administration team. Under the direction of the Agency Director, the HR Officer plays a critical role in managing the agency's personnel functions, including recruitment, personnel policies, legal compliance, employee relations, and training and development. The ideal candidate will think strategically, be a voice of reason and contribute logical solutions, communicate effectively under stressful circumstances and possess efficient organizational and technical skills.

### **Key Responsibilities**

- Support the agency Director by providing input and advice related to strategies concerning staffing and reporting structure, position classification assignments, and interpersonal relationships when considerations for organizational development are necessary.
- Participate in administrative discussions related to staffing levels and decisions to fill vacant positions. Develop and manage job postings, scheduled interviews, onboarding, and orientation processes. Participate in interviews as needed and maintain all recruitment-related documents in a well-organized, easily accessible manner and in compliance with the Retention and Destruction Schedule.
- Maintain agency personnel policies and prepare new policies as necessary. Provide technical assistance to management and employees ensuring compliance with local, state, and federal employment laws.
- Advise management with employee relations concerns of appropriate solutions for resolution, and document for future reference as needed. Such concerns may include medical conditions, individual or family concerns, and reports of complaints or mistreatment. Employee relations issues may lead to investigations, progressive corrective actions, including termination.
- Prepare reports and make recommendations as necessary for HR-related projects requiring research and critical analysis.
- Maintain current position descriptions and review with management periodically. Maintain personnel and separately retained records, such as medical, immigration, FBI/BCI background checks, and ensure confidentiality of records as required. Comply with public records requests for employment records and adhere to Public Records Act requirements.
- Maintain and update the ODJFS required County Monitoring Plan for Civil Rights, ADA, and LEP Plans, as well as supporting data. Respond to state audits requiring civil rights complaints and staff training procedures and records.
- Respond to customer and employee complaints for immediate resolution, documenting action taken for future reference as needed, and recording as required for civil rights complaints.
- Develop staff for leadership roles by providing opportunities for growth by offering professional skills training, e.g., teamwork, communication, adaptability, problem-solving, and leadership; as well as management training.
- Represent the agency in HR-related external meetings and training for professional development, e.g., Marion County Commissioners' meetings, legal and ODJFS training.



### Candidate Preferences

- ✓ Baccalaureate degree in related field or commensurate experience performing HR functions
- ✓ Exceptional written and oral communication skills (e.g., policy development, report writing, training materials)
- ✓ Interpersonal skills with ability to interpret non-verbal and verbal queues to understand intentions, emotions and thoughts of others
- ✓ Emotional intelligence
- ✓ Problem solver, creative thinker
- ✓ Proficient computer skills (MS Office) with desire to learn new programs
- ✓ Highly organized and keen attention to detail resulting in accurate work products
- ✓ Ability to independently prioritize
- ✓ Pro-active with ability to manage multiple tasks

### Minimum Civil Service Qualifications

Completion of 2 yrs of technical education or undergraduate core program in human resources, business, management, communications, or related field, plus 2 yrs experience in a human resources environment.

**Or** coursework or experience in business math and English, interviewing and keyboarding, human resources management, plus 2 yrs experience in a human resources environment.

***Candidates must document training, experience, and education to demonstrate meeting each qualification.***

In addition to the oral interview, skill-based assessments may be part of the interview-selection process.

**Employment applications and benefit information are available at [mcjfs.com](http://mcjfs.com)**

THE EMPLOYMENT APPLICATION, RESUME and COVER LETTER OF INTEREST ARE REQUIRED.

**Marion County Job & Family Services**

**363 W. Fairground Street**

**Marion, Ohio 43302-1759**

**E-mail: [Kelly.Bates@jfs.ohio.gov](mailto:Kelly.Bates@jfs.ohio.gov) or FAX 740-387-2175**

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