

Assistant Director of Human Resources

Franklin County Engineer Cornell Robertson is seeking an Assistant Director of Human Resources. The position starts at \$39.19 per hour.

Here is Some of What You'll Do:

Under general direction from the Human Resources Director, assists in administering the Human Resources program for the FCEO including personnel, labor relations, payroll, recruitment, staff development, safety, and security; assists in supervision of Human Resources personnel to include assigning tasks, providing feedback, and evaluating performance. Coordinates FCEO HR training activities; conducts employee handbook training; coordinates and conducts disciplinary, supervisory, and performance evaluation training; assists with other training as needed. Oversees position description maintenance; writes and places advertisements as needed; screens applications; interviews applicants and explains policies, procedures, and benefits; checks references; coordinates background checks; notifies candidates of application status. Researches, gathers, and prepares information regarding compensation, classification, collective bargaining, etc.; maintains performance evaluation system; assists in preparation of grievance responses, State Personnel Board of Review cases, court cases, etc.; performs other related duties as required.

Minimum Qualifications:

Completion of undergraduate major program core coursework in human resources and a minimum of 3 years of experience as a Human Resources Generalist or similar position; or equivalent.

About the Franklin County Engineer's Office:

For more than 200 years, we at Franklin County Engineer's Office have prided ourselves in ensuring Franklin County maintained roadways are able to be traveled safely and efficiently year round. We take every aspect of our job seriously, whether it is the removal of roadway debris or bridge and highway design. We have more than 175 engineering, maintenance and administrative personnel working together to provide safe routes throughout Franklin County. We partner with other counties, local municipalities, townships and private entities to support and participate in regional transportation initiatives. We are an agency of action, innovation, and collaboration.

Why Choose Franklin County Engineer's Office?

The Franklin County Engineer's Office is a great place to work! We love our jobs, our co-workers, and our work environment. In addition, we offer a rich benefits package that includes health, vision, dental, prescription, and life insurance. The Ohio Public Employees' Retirement System provides retirement benefits. We have a generous leave plan.

To Apply:

Please submit a résumé as well as an application which is available on our website:
<http://www.franklincountyengineer.org/employment/>

The Franklin County Engineer's Office is an Equal Opportunity employer.