



FRANKLIN COUNTY
Department of Human Resources
373 S. High Street, 25th Floor
Columbus, Ohio 43215

J O B A N N O U N C E M E N T

POSITION TITLE: Sr. Human Resources Administrator **PCN:** 060310
(Non-Bargaining)

REPORTS TO: Director, Human Resources **P. R.:** N18

RESPONSIBILITIES: Oversee all training for the Franklin County Commissioners agencies. Discuss training programs with other supervisors and line staff. Develop specialized training when requested for other agencies. Organize and initiate program operations. Establish program goals and objectives and coordinate the delivery of training program services. Monitor, evaluate and measure the success of training classes. Assist with preparing budgets and monitor department expenses. Research and investigate complaints regarding staff and training related issues. Work towards standardization of performance evaluation forms and processes. Serve as a resource to agencies for outside specialized training opportunities. Seek intergovernmental/cooperative training opportunities for employees.

Prepare and maintain training correspondence, records, reports etc. Present training programs as needed. Oversee various intern programs that involve human resources. Assist with employee onboarding to include new employee orientation. Assist as needed in various HR operations to include disciplinary investigations, job interviews, job fairs and recruitment, Attend workshops, seminars, professional meetings. Serve on special committees and direct various philanthropic activities. Supervise assigned HR staff (e.g., Training Officers, Administrative Secretaries, and Receptionist).

MINIMUM QUALIFICATIONS: Bachelor's degree in Education, Human Resources or related field with five (5) years of Human Resources or Training experience.

PREFERRED MINIMUM QUALIFICATION: Previous supervisory experience.

STARTING SALARY: \$27.67/ hour, plus a comprehensive benefits package.
180 day probationary period.

DATE POSTED: Thursday, February 18, 2016

DEADLINE TO APPLY: Wednesday, March 02, 2016

If interested, please go to www.franklincountyohio.gov/Commissioners/hr and apply on-line.

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