



Human Resource Representative

Human Resource Division

Lucas County Children Services (LCCS) is accepting applicants for a Human Resource Representative position.

The accountabilities for the position are to provide generalist support in all areas of Human Resources operations including, but not limited to, applicant recruitment and screening, reference and background checks, transfers, promotions, terminations and retirements, disciplinary actions, grievance matters, recordkeeping, reports, collective bargaining processes, etc. Works in partnership with all agency department to support employee needs. Position requires occasional travel and occasional work outside of standard Agency business hours.

ESSENTIAL DUTIES:

Screens internal and external applicants to determine if minimum requirements are met. Ensures that collective bargaining agreement provisions are followed when filling vacancies. Maintains applicant files. Schedules and conducts interviews and recommends applicants for Agency positions. Administers applicant testing related to position requirements. Conducts applicant background checks as required, including obtaining transcripts, verifying licenses, securing criminal records checks, obtaining personal and employment references, etc. Extends offers of employment. Completes identified paperwork for new hires, transfers, and terminations.

Assists in developing and maintaining a positive work environment. Participates in Agency and HR-related functions, activities, events, and special projects including, but not limited to, employee recognition events, outplacement services, committee memberships, research, community events, etc. Assists in the development of HR policies and procedures and in the drafting and regular review of position descriptions. Supports the recruitment of qualified staff by placing classified ads, posting positions with professional organizations, partnering with, and maintaining contact with ODJFS, universities, and minority organizations and attending external job fairs and on-campus recruitment events.

Provides guidance on performance management matters. Reviews performance evaluations. Assists and advises managers in preparation for disciplinary actions and grievance meetings. Schedules, attends, and records disciplinary and grievance meetings, providing information at meetings as warranted. Drafts disciplinary documents (reprimands, suspension, and removal orders) under the direction of the Human Resources Manager and/or Director and in accordance with the findings of the hearing officer and Executive Director. Coordinates the delivery of disciplinary actions to employees. Assists in the preparation and presentation of grievance cases for arbitration.

Using computerized and manual systems, produces and maintains departmental records and reports for workplace injuries/workers' compensation claims, EEO statistics for annual Affirmative Action Report, disciplines, grievances, job audits, FMLA, unemployment claims, interviews, hires, transfers, promotions, and resignations, exit interviews, caseworker bonus, etc.

Provides information to staff regarding all areas of employment, i.e., agency policies and procedures, and collective bargaining agreements, etc. Attends professional development trainings, staff meetings, and conferences.

As an Equal Opportunity Employer, Lucas County Children Services is committed to a diverse work force.

Records minutes of collective bargaining sessions. Assists with the preparation of bargaining proposals. Maintains records related to collective bargaining and contract issues. Obtains information and materials as needed for bargaining proposals and fact-finding.

Arranges for temporary employees through outside agencies according to outlined procedures. Assist in assessing needs and job specifications for annual human resource bidding/contract process.

Provides backup and assistance to other HR positions, as necessary.

MINIMUM QUALIFICATIONS:

- Requires: A) Bachelors degree w/Human Resource Management major; or B) HR-related Bachelors degree and two (2) years of human resources generalist experience.
- Background in the following areas preferred: Employment interviewing; public-sector employment; current employment laws; union work environments.
- Ability to operate PC/word processing equipment and software.
- Demonstrated ability to model effective interactions and communication skills in cross-cultural situations required.

Pay Range: \$43,807.40 - \$61,370.40 /35 hours per week. We offer an excellent salary and benefit package.

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