



FRANKLIN COUNTY  
HUMAN RESOURCES DEPARTMENT  
373 S. HIGH STREET 25<sup>TH</sup> FLOOR  
COLUMBUS, OH 43215

## JOB ANNOUNCEMENT

**POSITION TITLE:** Assistant Director, Human Resources      **PCN:** 060106  
(Unclassified)

**REPORT TO:** Director of Human Resources      **PR:** N21

**RESPONSIBILITIES:** Assist the Director of Human Resources in overall administration of the agency. Provide technical assistance to agency directors and human resources staff. Assist in reviewing, and developing policies, procedures, and administrative rules. Serve as a grievance officer and the American with Disabilities Act coordinator. Represent the agency at labor management meetings. Supervise assigned staff.

Assist in all aspects of the collective bargaining process, and participate in collective bargaining negotiations. Serve as the point of contact for issues relating to the State Employment Relations Board. Coordinate requests for assistance from outside entities regarding non-routine human resources related matters.

**MINIMUM QUALIFICATIONS:** Bachelor's degree and at least five (5) years of human resources experience and previous management experience. Government experience and collective bargaining experience strongly preferred.

**STARTING SALARY:** \$68,640 - \$82,368/annually,  
plus a comprehensive benefits package.

**DATE POSTED:** Tuesday, January 26, 2016

**DEADLINE TO APPLY:** Until Filled

If interested, please go to [www.franklincountyohio.gov/commissioners/hr](http://www.franklincountyohio.gov/commissioners/hr) and apply on-line.

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