

SANDUSKY COUNTY

An Equal Opportunity Employer

POSITION DESCRIPTION

Agency: Board of Commissioners **Unit:** Administrative
Support

Name: **Position Title:**
Class Title: Human Resource Specialist II **Class Number:** 15122

Dept./Div.: Board of Commissioners **Civil Service Status:** Classified
Reports To: County Administrator **Employment Status:** Full-time
Pay: Resolution **FLSA Status:** Non-exempt

QUALIFICATIONS: An example of acceptable qualifications:

Associate Degree in Human Resources or related field plus (3) years relevant work experience with proficiency in Microsoft Word and Excel; or equivalent combination of education, training, and experience.

LICENSURE OR CERTIFICATION REQUIREMENTS:

Valid Ohio driver's license and Ohio Notary Public Commission.

EQUIPMENT OPERATED: The following are examples only and are not intended to be all-inclusive.

Computer, calculator, typewriter, office copier, fax machine, passenger vehicle.

INHERENTLY HAZARDOUS OR PHYSICALLY DEMANDING WORKING

CONDITIONS: For purposes of ORC 4167.

Occasional - Exposure to hot, cold, wet, humid, or windy weather conditions; exposure to constant or intermittent loud noise; exposure to fumes, noxious odors, dusts, mists, gases, and/or poor ventilation; exposure to toxic, caustic, or hazardous substances; works in or around trenches, ditches, and other excavations; exposure to flammable and/or combustible substances; exposure to bodily waste, tissue, or fluids; may be required to work at various offices under the authority of the Sandusky County Commissioners.

Periodic - Operates or works in proximity to moving motor vehicles.

This position description in no manner states or implies that these are the only duties and responsibilities to be performed by the position incumbent. The Essential Functions of the position identified on subsequent pages are for purposes of 42 USC 12101. My signature below signifies that I have reviewed and understand the contents of my position description and I can perform all the essential functions of this position description.

(Approval of Appointing Authority)

(Date)

(Employee Signature)

(Date)

(Employee Printed name)

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Agency:	Board of Commissioners	Unit:	Administrative Support
Name:		Position Title:	
Class Title:	Human Resource Specialist II	Class Number:	15122
Supervisor's Title:	Human Resource Director	Number:	71391

Supervises: N/A

JOB DESCRIPTION AND WORKER CHARACTERISTICS:

JOB DUTIES: In order of importance

ESSENTIAL FUNCTIONS OF THE POSITION: (* indicates developed after employment)

30% (1) Schedules, conducts and organizes new employee orientations; maintains and updates all HR related databases; ensures maintenance of accurate data regarding employee probationary periods and annual evaluations; forwards evaluations to proper departments; processes annual employee raises and probationary increases; maintains a high degree of confidentiality; coordinates existing employee training programs; composes correspondence; reports, records and departmental documents;

(1) **Knowledge of:** (a); (l)*; (m); (n).
Skill in: (d); (e).
Ability to: (f); (g); (h); (i); (j); (o).

20% (2) Assist in investigation of all employee accidents/incidents; photographs, prepares, and compiles information for potential liability claims; communicates and reports to County Administrator potential claims, investigation results, and liability issues. Assists County Administrator in workers' compensation investigations and claims management maintains records and compiles accident and exposure data as required by OSHA/PERRA regulations; prepares required reports; administers County's EEO, Affirmative Action and ADA programs. Maintains County Commercial Drivers License (CDL) drug and alcohol testing program; notifies departments and townships of random drug testing schedules; reports results to officials; bills departments and townships for CDL testing.

(2) **Knowledge of:** (a); (l)*; (n); (s)*.
Skill in: (d); (e).
Ability to: (f); (g); (h); (j); (k); (t).

25% (3) Maintains, updates County health insurances and benefits; reviews benefits with new employees, completes registration and termination of employee health benefits; prepares billing for health insurance; tracks and verifies eligibility of employees and dependents for County health insurance; assists in implementing the FMLA.

(3) **Knowledge of:** (a); (l)*; (m); (n).
Skill in: (d); (e).
Ability to: (f); (g) (h); (i); (j); (k).

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25% (4) Performs risk management duties; assists in ensuring compliance with safety practices, policies and regulations and CORSA (County Risk Sharing Authority) liability pool; conducts research and investigations to identify and evaluate potential safety hazards; coordinates safety activities throughout the County system (e.g., driver qualification standards, safety training, facility and equipment inspections, job safety audits, etc.); maintains records and compiles accident and exposure data as required by OSHA regulations; participates in related professional activities and associations to enhance safety knowledge.

(4) **Knowledge of:** (a); (l)*; (n); (s)*.
Skill in: (d); (e).
Ability to: (f); (g); (h); (j); (k); (t).

OTHER DUTIES AND RESPONSIBILITIES:

10% (5) Assists in maintaining county loss control programs; assists with updates and preparing county EEO program and compliance; performs other duties as assigned.

(5) **Knowledge of:** (b); (c); (l)*; (r).
Skill in: (u).
Ability to: (f); (g); (h); (i); (v).

MINIMUM ACCEPTABLE CHARACTERISTICS: (* indicates developed after employment)

Knowledge of: (a) county government structure and process; (b) safety practices and procedures; (c) Occupational Safety and Health Administration rules and regulations; (l) County personnel policies, practices, and procedures*; (m) personnel administration; (n) federal, state, and county guidelines or regulations on employment; (p) office practices and procedures; (q) personnel practices; (r) D.O.T. regulations; (s) county health insurance practices*.

Skill in: (d) typing; (e) computer operation; (u) motor vehicle operation.

Ability to: (f) communicate effectively; (g) gather, analyze, and interpret data; (h) develop and maintain effective working relationships; (i) prepare accurate documentation; (j) maintain confidential and sensitive information; (k) maintain records according to established procedures; (o) compile and prepare reports; (t) add, subtract, multiply, and divide whole numbers; (v) travel to and gain access to work site.