



The Honorable Maryellen O'Shaughnessy

Franklin County Clerk of Courts

External Job Posting

Job Title: HR Director
Division: Administration
Manager: Chief of Staff
Posting ID: 02-ADMIN-21
Posting Dates: Monday, December 27th, 2021- Until Filled
Starting Salary: Commensurate with education and experience

Responsibilities and Duties:

- Directs, administers, and coordinates human resources activities, including, but not limited to employment, compensation, benefits, training, and employee services by performing the following duties personally or through subordinate HR staff or in consultation with senior staff, managers and/or supervisors.
 - Acts as Management's representative in labor relations matters with AFSCME Ohio Council 8, AFL-CIO Local 615 related to the office's bargaining agreement.
 - Creates and implements HR policies and manages the implementation of collective bargaining provisions.
 - Oversees all disciplinary actions, represents management in pre-disciplinary hearings and conducts all termination proceedings.
 - Consults with legal counsel to ensure that policies comply with federal and state law.
 - Represents the Clerk's office in personnel related hearings and investigations.
 - Writes directives advising department managers of office policy on various employment and labor relations topics.
 - Administers all HR automated systems including, but not limited to payroll, recruitment and hiring, timekeeping and performance management.
 - Directly supervises three employees in the Office of Human Resources & Training Department.

Minimum Qualifications:

- Bachelor's Degree (B.A.) from four (4) year college or university in Human Resource Management, Labor Relations or Business Management or a related field; or 5 years related experience and/or training; or equivalent combination of education and experience.
- Senior Professional in Human Resources (SPHR) or Society for Human Resource Management Senior Certified Professional Certification (SHRM-SCP) preferred.
- Prior public sector experience preferred.

Key Skills: Strong verbal and written communication, decision-making, problem-solving, leadership; knowledge of federal and state labor laws; managing in a unionized environment; ability to manage various projects simultaneously.

Vaccination is a requirement for employment.

Visit our application website to create a user account and submit application at:
<https://clct.franklincountyohio.gov/employment/>

Healthcare Benefits: Medical, Prescription Drug, Mental Health, Dental, Vision and Life Insurance

Contact: Sonya Thompson Phone: 614-525-4130

Email: sithomps@franklincountyohio.gov

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