

Franklin County Children Services
POSITION DESCRIPTION

Classification Title:	Recruiter
Working Title:	Human Capital Management Analyst
Division/Department:	Human Resources
Supervisor:	Human Capital MGMT Admin1
Job Status :	Full-time
FLSA Status :	Exempt/Non-Exempt
PCN :	704210
Pay Range:	22
Probationary Period:	6 months
Classification #:	
Revision Date :	November 2022

OBJECTIVE/PURPOSE

Employee, under the supervision of the Director of Human Resources, responsible for the planning and coordinating of recruitment functions for professional and paraprofessional staff in assigned areas; responsible for assisting with all Agency job audits; provides assistance to the Director of Human Resources in meeting personnel objectives. The employee is committed to practicing cultural competence by: working respectfully and effectively with people of all cultures, classes, races, genders, ethnic backgrounds, religions, sexual orientations, mental and physical abilities, ages and appearances in a manner that recognizes, affirms and values the worth of individuals, families and communities and protects and preserves the dignity of each. The employee will adhere to the Agency's Guiding Principles by serving as a child welfare professional, valuing every child, honoring families, and valuing partnerships.

Given the nature of this classification's duties/responsibilities, it has been designated as Non-Exempt under the governing Fair Labor Standards Act regulations and, therefore, is entitled to formal overtime compensation and/or formal compensatory time.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- 30% Reviews and screens resumes/applications; conducts initial employment interviews and makes recommendations to appropriate supervisor/directors; checks employment references; coordinates background investigations; administers and scores clerical tests.
- 30% Recruits applicants for professional and paraprofessional job classifications; prepares advertisements and recruitment materials and announcements; contact colleges, universities, business schools, community organizations, and career service offices; plans and attends job fairs

- 25% Assists with position reclassifications of positions and job audits; assists with writing position descriptions. Prepares reports, letters, memos, attends meetings, etc. as requested.

ADDITIONAL DUTIES AND RESPONSIBILITIES:

- 10% Maintains contact with Agency department heads or supervisors to determine specific duties of position for recruitment purposes; contacts appropriate outside agencies, such as Department of Administrative Services, for consultation purposes. Answers questions regarding salary, benefits, job qualifications, Agency policies and procedures; counsels and advises staff on personnel related matters

- 5% Performs other duties as assigned.

***Other related duties may include handling cases from Intake, if needed and if determined by HR to be qualified to do so.**

SUPERVISORY RESPONSIBILITIES

N/A

QUALIFICATIONS

Minimum Qualifications

2 year Technical program or undergraduate major program core coursework in public administration or management & human resources (or 2 years experience in public administration or personnel in agency which is not part of Ohio's county or state government or university system) and 6 months training and/or experience in supervision or providing work direction & training to others; or 6 months experience as Personnel Technician 2 or Personnel Officer 2 (or 6 months comparable personnel experience in Ohio county or state agency or state supported university) & 3 months training and/or experience in providing work direction & training to others.

Preferred Qualifications

Master's Degree with coursework in personnel administration, organizational planning or human resource management; several years relevant work experience; knowledge and skill in interviewing; or Bachelor's Degree in personnel administration, organizational planning or human resource management plus considerable relevant experience in areas such as interviewing, job classification, Civil Service Laws, etc. Recruitment in union environment preferred.

Certification or Licensure:

A valid Ohio Driver's License and automobile insurance that is in compliance with Franklin County Children Services policy required is for travel. Travel can occasionally include out of state travel which may require airline travel.

Regular attendance, as governed by and in accordance with applicable rules, regulations, procedures and laws, is regarded as an essential requirement of this classification.

AMERICAN WITH DISABILITIES SPECIFICATIONS

Physical Requirements: Ability to operate standard office equipment in the performance of job functions (e.g. telephone, calculator, printer, scanner, microfiche, computer, copying machine, automobile, fingerprint equipment).

Prolonged periods of sitting at a desk and working on a computer.

Ability to occasionally lift and move objects weighing 10 – 15 lbs.

Occasional pushing, pulling, kneeling, reaching, and standing.

Work Environment: Typical office environment. May be asked to visit other FCCS sites, homes or other facilities.

Signature of Agency Representative:

Charles Spinning
Executive Director

Date