



Franklin County Children Services

POSITION DESCRIPTION

About us:

Franklin County Children Services (FCCS) is a large, metropolitan child welfare agency with more than 300 caseworkers and 400 support staff members dedicated to child protection and family stability. FCCS believes in investing our time and resources to attract and hire an engaged, talented, and diverse workforce that is committed to protecting children by strengthening families.

Benefits of working for us:

Hiring Bonus up to \$1,500; *Low Premium* Medical, Dental, & Vision; OPERS (Ohio Public employment Retirement System); Life Insurance Coverage *at no cost* (up to 50,000); Tuition Reimbursement; EAP Program; *Additional Raises* over the next three years (based on continuous service); Generous personal, vacation, & sick time.

Job title: Labor & EEO Manager - Human Capital Management Manager

Location: 855 W. Mound St. Columbus, OH 43223

Job Type: Full-Time

Starting Salary: \$28.33

Key Responsibilities:

Employee is under administrative direction from Employee Relations Director; Manages the Equal Employment Opportunity Compliance/Affirmative Action Program and Labor Relations program. The employee will help the agency achieve CFSR standards and help ensure service delivery that focuses on Safety, Permanency and Well-being for the families served by the agency. 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.

ADDITIONAL DUTIES AND RESPONSIBILITIES:

- 60%** Supervise EEO/Labor Relations officers; plans & administer overall labor relations and EEO program. Monitor internal investigations of complaints related to protected class issues; review written responses to inquiries from Ohio Civil Rights Commission, Equal Employment Opportunities Commission, etc.; review files collected in response to inquiries from OCRC & EEOC. Collects, reports and completes survey on Equal Employment Opportunity/Affirmative Action for state and local government officers, i.e. OCRC, Franklin County Auditor; keep current on workforce composition within the agency departments. Provides guidance, assistance, support and technical advice to directors, managers and supervisors regarding personnel related issues such as investigatory interviews, disciplinary matters, grievances, contract and employee handbook interpretation, and interpretation of civil service laws and rules; provides consultation to management regarding all disciplinary matters; reviews, organizes and prepares disciplinary documentation prepared by EEO/Labor Relations staff.
- 35%** Review grievances & recommends resolution; review administrative investigations; identifies existing & potential labor problems & makes recommendations for resolution; meets with employee organizations to discuss conflicts &/or changes occurring; prepares & delivers training to management/supervisory personnel. Develops, implements & conducts EEO training for department managers, supervisors & staff; oversees EEO orientation activities for new employees; investigates highly complex or sensitive discrimination cases; prepares reports & recommendations based on investigation; management representative for agency at discrimination complaint hearings conducted by state or federal agencies. Conducts statistical analysis on EEO/Labor Relations program and provides quarterly reports.

ADDITIONAL DUTIES AND RESPONSIBILITIES:

- 5%** Performs other related 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.***

SUPERVISOR RESPONSIBILITIES

Yes

Qualifications:

Minimum Qualifications: Completion of undergraduate core program in human resources, business, or public administration; 24 mos. exp. in human resources which included 12 mos. exp. in supervisory &/or management principles & techniques.

-Or 4 yrs. exp. in human resources.

-Or 12 mos. exp. as Human Capital Management Senior Analyst, 64613.

-Or equivalent of Minimum Class Qualifications for Employment noted above.

Preferred Qualifications: Master's degree in human resources management or related field; 24 mos. experience in collective bargaining.

-Or bachelor's degree in HR Management or related field; 3-5 yrs. exp. in HR Management; 30 mos. experience in collective bargaining.

AMERICAN WITH DISABILITIES SPECIFICATIONS

Physical Requirements: Sits, walks, drives and stands throughout the day. May be required to lift up to 30 pounds.

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

How to Apply

Please send applications and resumes to fccshr@fccs.us.

For information on FCCS, including employee benefits and our company culture, visit our website at <https://externalfccsapps.fccs.franklin.oh.us/FCCSForms/Employment.aspx#!/jobs/list>

All qualified applicants will receive consideration for employment without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state, or local laws.