



Protecting Children by
Strengthening Families

Job Title: Human Capital Management Analyst – Leave Administrator

Location: 855 W. Mound St.

Job Type: Full-Time

Starting Salary: \$23.95

Company Description

Franklin County Children Services is a public agency mandated by federal and state laws to protect children from abuse and neglect. The agency works in partnership with over 100 agencies and organizations, as well as caregivers, adoptive families, and volunteers to ensure that every child has a safe and stable home. Franklin County Children Services is dedicated to making a positive impact on the lives of children and families in the Central Ohio community.

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.

Role Description

This is a full-time on-site role for a Human Capital Management Analyst - Leave Administrator, located in Columbus, OH. The Human Capital Management Analyst - Leave Administrator will be responsible for managing and administering leave programs and policies, including FMLA, in compliance with applicable laws and regulations. The Analyst will provide guidance and support to employees and managers regarding leave requests and ensure accurate record-keeping and documentation. The Analyst will also collaborate with cross-functional teams and assist in the development and implementation of HR policies and processes.

Key Responsibilities

70% Serves as the subject matter expert for all Agency leave programs under the general direction and guidance of HR leadership. Administers leave programs and policies in accordance with the applicable federal and state employment laws FMLA, ADA, BWC, USERRA, Pregnancy Discrimination Act, donated leave, disability claims and accommodations.

15% Serves as County Benefits Coordination Liaison

10% Administers placement of temporary agency contract personnel and serves as liaison to temporary agencies.

5% Performs other related duties as assigned

Qualifications

- Bachelor's degree in human resources, business administration, or a related field
- Minimum of 2 years' experience in HR or 1 year as a Human Capital Management Associate
- Strong knowledge of leave administration and FMLA regulations
- Experience in HRIS and leave management systems
- Excellent organizational and time management skills
- Strong attention to detail and accuracy
- Effective communication and interpersonal skills
- Ability to handle sensitive and confidential information with discretion
- Problem-solving and decision-making abilities
- Proficient in Microsoft Office Suite

Certification or Licensure

- Valid Ohio Driver's License
- Automobile insurance coverage compliant with Franklin County Children Services policy.
- *Travel can occasionally include out of state travel which may require airline travel.*

American with Disabilities Specifications

Work Environment - Office environment

Physical Requirements:

- Prolonged periods of sitting at a desk and working on a computer.
- Ability to occasionally lift and move objects weighing 10 – 25 lbs.
- Occasional pushing, pulling, kneeling, reaching, and standing.

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.