

P.O. Box 618
Courthouse – 1 N. Main St.
London, Ohio 43140
P. 740-852-2972
F. 740-845-1660



Commissioner Mark Forrest
Commissioner Chris Wallace
Commissioner Dr. Tony Xenikis
Rob Slane, County Administrator
Katie Wiseman, Clerk

EMPLOYMENT OPPORTUNITY MADISON COUNTY

Human Resources Specialist

Job Title: Human Resources Specialist

Classification: Unclassified

FLSA Status: Exempt

Hours Per Week: 40

Benefit Eligibility: Yes

JOB SUMMARY

Madison County is seeking a Human Resources Specialist. This position is full time at 40 hours per week. The Human Resources (HR) Specialist manages the administration of the human resources policies, procedures, and programs and advises senior leadership and elected officials. The HR Specialist carries out responsibilities in the following functional areas: departmental development, human resource information systems, employee relations, training and development, benefits, compensation, organizational development, and employment. The HR Specialist position is unclassified under the Ohio Revised Code Chapter 124.11(A) (3b) and serves at the pleasure of the appointing authority. This position offers competitive salary and benefits.

ESSENTIAL FUNCTIONS

The HR Specialist advises top management personnel, supervisors and elected officials regarding employee/employer relations; interprets federal, state and local laws and regulations and department policies and labor agreements; represents the Board in meetings and makes presentations on HR issues to various audiences; testifies on behalf of the employer in administrative and judicial hearings; develops policies, procedures, rules, handbooks and other communication for the employer's approval; oversees and monitors personnel recordkeeping including human resources information systems UKG (formally KRONOS); handles BWC matters, and communicates with the news media on employment/labor issues. The HR Specialist assists with recruiting, interviewing, testing, selection, placement, and orientation procedures; assists the supervisors and department heads in developing, communicating, and carrying out the employer's personnel policies; coordinates the classification and compensation plans, the transfer, promotion, leaves, layoffs, recall, appraisal, demotion, discipline, and separation of employees; conducts job audits, writes job descriptions.

EDUCATION AND EXPERIENCE

This position requires at least 2 years' experience working as an HR professional. Candidates with an associates or bachelor's degree in business administration, public administration or human resources are preferred. Specialized skills such as typing, computer skills, and strong communication skills (both oral and written) are required. Experience working in UKG software is a plus.

KNOWLEDGE, SKILLS, AND ABILITIES

This job requires proficiency of computers skills including Microsoft Office (Word, Excel, PowerPoint, Outlook), Adobe Reader, e-mail, electronic calendar, and internet research; ability to compile, consolidate and summarize information; English grammar, spelling, written format and punctuation; effective verbal and written communication skills; ability to work independently and as part of a team both in a dependable manner; knowledge of community resources; be able to effusively deal with stress; ability to learn and use a web-based

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reporting program for completing on-line reports; establish and maintain effective working relationships with other agency and organization representatives; perform effective public speaking to groups of varied interests and backgrounds and develop and deliver informative and persuasive presentations, counseling, and brief interventions. The job requires recordkeeping and reporting procedures; collection of data/research and analysis of statistics, design, implementation and evaluation of programs. This job requires the ability to meet multiple deadlines, excellent organizational skills, and adhere to confidentiality requirements.

PHYSICAL DEMANDS AND WORKING CONDITIONS

The demands and conditions described here are representative of those the employee must meet to perform the essential functions of the job.

- Frequently required to sit, stand, walk, talk, write, listen and read.
- The employee may infrequently be required to climb, balance, stoop, kneel, crouch or crawl, reach with hands and arms, lift and/or move up to 25 pounds.
- Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to focus.
- The noise level of the office is usually moderate. May occasionally be in environments with high noise levels.
- Involves occasional travel by automobile to attend meetings with state agencies and community partners. Must have current driver's license valid in the state of Ohio.

ORGANIZATION OVERVIEW

Madison County offers a relaxed, positive, and friendly work environment.

Interested applicants should send a cover letter, resume, and completed application to:

Rob Slane, County Administrator

rob.slane@madison.oh.gov (subject: HR Specialist Position)

Applications will be accepted on a continuous basis until the position is filled.

Madison County is proud to be an equal opportunity employer committed to hiring a diverse and inclusive workforce.