

EDUCATIONAL SERVICE CENTER OF CENTRAL OHIO

JOB DESCRIPTION

HUMAN RESOURCES REPRESENTATIVE

Minimum Qualifications:

- High school diploma, Post-secondary secretarial, office management or college level training is desirable, Bachelor's degree preferred
- Two years' work experience in human resources, business management or a closely related field.
- Proficient in the use of general office and information management software (e.g., Microsoft Office Suite, etc.)
- Knowledge of general employment law, benefits administration, and other HR related practices (e.g. employment contracts, leaves, salary schedules)
- Experience with Human Resources Information Systems (HRIS)
- Documentation of a clear criminal record in compliance with state statute
- Complies with drug-free workplace rules and Board policies.

FLSA Classification: Non-Exempt

Reports to: Director of Human Resources

Job Objective:

Assists with the effective and legally compliant operations of the ESC of Central Ohio Human Resources Department with respect to policies, procedures, information systems, licensure, onboarding, training, data entry/management and substitute employment process. Provides support as necessary for the effective delivery of administrative services.

Responsibilities and Essential Functions:

"The following duties are representative of performance expectations; however, the list below is not ranked in order of importance."

- Maintains employee information in HR database. Includes, but is not limited to data entry; data integrity assurance; data analysis and reporting.
- Works with employment Contract Administration & Processing. Including but is not limited to: compiling annual employment status recommendations; compiling annual salary recommendations; generating, mailing, tracking, and filing employment contracts; ensuring accuracy of information added to monthly Governing Board agendas.

- Assists in New Employee Processing/Orientation.
- Compiles and prepares reports and documents pertaining to personnel.
- Processes, verifies and maintains personnel related documentation, including staffing, recruitment, training, grievances, performance evaluations, classifications, and employee leaves of absence.
- Serves as point of contact for internal and external customer inquiries as related to human resources.
- Explains company personnel policies, benefits, and procedures to employees and/or job applicants.
- Examines employee files to answer inquiries and provides information for personnel actions.
- Monitors employee and substitute ODE license and permit applications.
- Conducts background checks for employees, substitutes and general public.
- Records employee data, including addresses, earnings, absences, performance evaluations and dates of and reasons for resignations or terminations.
- Schedules and confirms meetings/orientations.
- Performs other specific job-related duties as assigned by Superintendent or his/her designee

“Job performance is evaluated according to the policy provisions adopted by the Governing Board of the Educational Service Center of Central Ohio.”

Conduct:

Each staff member shall remain free of any alcohol or non-prescribed controlled substance and abuse of any prescribed controlled substance in the workplace throughout his/her employment with the ESC.

Terms of Employment:

Each staff member shall serve as a role model for students in how to conduct themselves as citizens and as responsible, intelligent human beings. Each staff member has a legal responsibility to help instill in students the belief in students the belief in and practice of ethical principles and democratic values.

It is the employee’s responsibility to maintain proper certification/licensure and to initiate the renewal process in sufficient time to receive the updated certificate/license prior to the expiration of the present certificate/license.

January 2020