

NOTICE OF AVAILABLE POSITION

POSITION TITLE: Director of Human Resources

**BEGINNING
SALARY RANGE:** \$73,153 - \$117,416

**POSITION
DESCRIPTION:** Coordinates Human Resource functions including development and implementation of goals/ objectives and policies/procedures of the Allen County Board of DD (Board). Assists in fiscal administration for the Board. Position provides advice and assistance to supervisors and employees; including information on training, job descriptions, performance reviews, discipline and personnel policies of the Board.

DUTIES:

1. Assures the Board policy, procedures, accreditation standards and applicable State, Federal and local laws are met with regard to personnel management. Develops and implements policies/ procedures, goals/objectives for Human Resources. Monitors and maintains compliance with all Board policies, procedures, rules, regulations and laws associated with human resource functions. Ensures compliance with laws such as: Civil Rights, Equal Opportunity Employment and ADA.
2. Monitors employee benefits programs on a monthly basis. Validates plan versus actual. Serves on Wellness Committee. Coordinates EAP for employees when needed. Assists employees with benefit related issues. Oversees employee benefit changes and COBRA in the benefit management programs – PlanSource and TASC
3. Responsible for the processing of payroll for board employees, via MUNIS (CH Software System) and prepares required Courthouse documentation. Prepare reports and salary analyses as may be required.
4. Develops and maintains an ongoing employee training and development program responsive to the needs and requirements of both employees and management. Monitors credentials, certification, and registration to assure that requirements are maintained. Serves on agency Safety Committee.
5. Collaborates with Supervisors in the process of recruitment, interviewing, and selection of new employees. Assures that all criminal record checks, pre-employment drug screens and reference checks are performed in the selection process.

6. Develops personnel records systems in accordance with Board policy, federal, state and county regulations and laws. Ensures accuracy of data.
7. Supervises, trains and evaluates the Administrative Assistant – HR.
8. Assists in developing the annual budget, and the preparation of fiscal year and cost reports
Assists with internal/external audits
9. Provides oversight and training for the administrative support to other entities contracted with the Board for such services. (i.e. Contract with Putnam County Board of DD for administrative support.)
10. Designs and implements the employee performance feedback system. Assists with annual review of positions descriptions.
11. Administers Family Medical Leave (FMLA). Collaborates with Allen County Commissioner's office on Workers Compensation issues.
12. Serves as a liaison with unions regarding Labor-Management meetings, grievances, and other meetings involving union representative. Serves as a member of the Board's contract negotiating team.
13. Assists with investigations and complaint resolutions. Conducts pre-disciplinary conferences, as required.
14. Serves as Clerk of the Board and maintains official Board records, including minutes.
15. Ensures in-service training designed to meet the professional growth requirements of employees. Participates in training and educational opportunities both at the agency and through other sources, including all statewide opportunities.

RESPONSIBLE TO: Superintendent

HOURS: Typically 8 hours daily, Monday through Friday (Flexible to meet the needs of the agency.)

- QUALIFICATIONS:**
1. Bachelor's Degree in Accounting and/or Human Resources.
 2. Experience with standard office equipment including computers with Microsoft Office and similar software for advanced computer use.
 3. Competency is usually attained based on seasoned practice with diverse tasks, mastery of primary and secondary activities and a broad background with most situations. Experience of 1 year to 3 years required. Supervisory experience preferred.
 4. Payroll/Accounting Software knowledge/experience.
 5. General office skills with emphasis in accounting procedures/processes.
 6. Organizational Skills
 7. People Skills.
 8. Ability to communicate effectively, both orally and in writing.
 9. Must have the academic skills necessary to achieve acceptable scores on the Skills Ability Tests.

CONTACT: Chris Calvelage, Director of Human Resources
Allen County Board of Developmental Disabilities
2500 Ada Road
Lima, OH 45801
(419) 221-1385

DATE POSTED: March 14, 2023

**FINAL DATE FOR
ACCEPTING APPLICATIONS:** March 19, 2023

****APPLICATION / TRANSFER PROCEDURE**

Persons presently employed by this agency must submit an *Application for Internal Job Posting*.

Persons not employed with this agency, please submit an Application for Employment and/or resume and cover letter to: Human Resource Department, Allen County Board of Developmental Disabilities, 2500 Ada Road, Lima, OH 45801 or hr@acbdd.org.

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