

**BUTLER COUNTY COMMISSIONERS PERSONNEL OFFICE
ANNOUNCEMENT OF VACANCY**

Posting Date: 12/02/2020

Response Deadline: 12/11/2020
or until the position is filled

Agency: Commissioners – Central HR	Job Title: HR Officer I
Classified <input type="checkbox"/> Unclassified X	Bargaining Unit Yes <input type="checkbox"/> No X
Overtime Exempt Yes X No <input type="checkbox"/>	Salary: \$45,614.40-\$62,483.20
Work Location: 315 High Street* <i>* Other locations as needed.</i>	Hours of Work: M-F, 8:00a-5:00p

ESSENTIAL FUNCTIONS:

- Prepares job postings, advertisements and may conduct interviews; performs background checks, collects references, and makes employment offers. Conducts, processes and tracks requests for job audits. Prepares payroll adjustment forms, processes payroll, maintains and administers the Kronos timekeeping system for one or more departments of the Commissioners' Appointing Authority. Administers and tracks the use of leave in accordance with the Family and Medical Leave Act (FMLA). Assists with the Annual Human Resources Department Budget in compliance with applicable policies.
- Participates in disciplinary investigations as needed, including interviewing witnesses and preparing documentation; coordinates and may participate in the pre-disciplinary hearing process.
- Possesses a working knowledge of collective bargaining agreements for departments under the Commissioners' Appointing Authority; may participate as a member of the management bargaining team during negotiations and assists by providing accurate statistical data during the negotiation process.
- Identify training needs, schedules and participates in Human Resources training for departments as needed.
- Acts as departmental liaison for completion of BWC paperwork and investigation; acts as liaison between property and casualty provider/consultant/Butler County for purposes of initiating, approving, and tracking claims.
- Participates in the onboarding process to engage and acclimate new employees to Butler County.
- As requested by HR Director, performs special projects, conducts research, and assists with gathering information. Completes projects of a specialized and specific nature relating to human resource functions such as compensation, public relations, report writing and process and procedural development.
- Other duties as assigned

REQUIRED QUALIFICATIONS:

- Bachelor's degree in Human Resources, Business Administration, Public Administration, or related field;

SELECTION PROCEDURE: Resumes and Interviews

SUBMIT COVER LETTER AND RESUME TO:

Butler County Commissioners Personnel Office
315 High Street, Suite 640
Hamilton, OH 45011
or by email to: resumes@bcOhio.us
(Please indicate Job Title in subject line.)

BUTLER COUNTY WILL CONSIDER INTERNAL APPLICANTS PRIOR TO EXTERNAL APPLICANTS

Pursuant to the Americans with Disability Act of 1993, Butler County will consider all qualified applicants for employment, including persons with disabilities. The applicant must be able to perform the essential functions of this job with or without reasonable accommodation. Upon the request of any qualified applicant, this office will evaluate any reasonable accommodation that may be needed to enable a disabled person to participate in the application process or perform these essential duties.

AN EQUAL OPPORTUNITY EMPLOYER