

Job Title	Director of People Development & Communication
Reports to:	Coroner
Job Category	Exempt/Unclassified
Pay Range	\$65-70,000
Department	Administration
Position Description	Under direction of the Coroner, the primary purpose of the Director of People Development & Communication, administers and coordinates human resources activities, such as employment, compensation, benefits, training, and employee services by performing the following duties personally or through subordinate HR staff or in consultation with senior staff, managers and/or supervisors: Carries out supervisory responsibilities in accordance with the organization's policies, applicable laws and bargaining contract; interviewing, development of training programs; planning, assigning, and directing work; acting as management's representative in union matters, addressing complaints and resolving personnel problems. This is a salary position; hours are Monday through Friday and additional hours may be required as operations dictate.
Major/Essential Functions	<p>These duties are illustrative only. Position may perform some or all these duties or other job-related duties as assigned</p> <ol style="list-style-type: none"> <li>1. Organize and coordinate recruiting efforts, onboarding and offboard programs.</li> <li>2. Writes directives advising department managers of office policy regarding equal employment opportunities, compensation, and employee benefits.</li> <li>3. Creates and implements HR policies and manages the implementation of collective bargaining provisions; acts as Management's representative in labor relations matters related to the office's bargaining agreements.</li> <li>4. Consults with legal counsel to ensure that policies comply with federal and state law.</li> <li>5. Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws.</li> <li>6. Represents the Coroner's office in personnel related hearings and investigations.</li> <li>7. Answers questions from managers and employees regarding HR policies, procedures and the collective bargaining contract and process.</li> <li>8. Analyzes wage and salary reports and data to determine competitive compensation plan.</li> <li>9. Oversees maintenance of employee files.</li> <li>10. Approves and witnesses disciplinary actions of employees.</li> <li>11. Coordinate and organize Coroner's Office Annual Report.</li> <li>12. Manages quarterly Professional Development Series.</li> <li>13. Coordinates mandatory training such as CPR/First Aid, CRASE, Mental Health First Aid, and Safety.</li> <li>14. Manage communications internally (staff newsletters etc.) and externally (draft press releases and messaging)</li> </ol>
Occasional Duties	<ol style="list-style-type: none"> <li>1. Attend meetings outside the organization with or as a representative of the Coroner.</li> <li>2. Coordinate National Association of Medical Examiners (NAME) Accreditation.</li> <li>3. Prepare trainings and communications (zoom invites, training guidelines, etc.).</li> <li>4. Review and update records retention schedule</li> <li>5. Complete special projects or other duties as assigned.</li> </ol>
Qualifications	The qualifications for this position require Bachelor's Degree in Human Resources, Public Policy, Business Administration, Communications, or equivalent combination of experience. Must demonstrate effective oral and written communication skills and the ability to effectively prioritize workload. Must have the ability to do the following: direct activity of others, define problems, collect data, establish facts and draw valid conclusions, deal with many variables and determine specific actions, communicate effectively through speech and writing, exercise discretion and sound judgement. The use of medical marijuana or cannabidiol (CBD oil) shall not be permitted. Must have a valid Ohio Driver's license. Employment offers will be contingent on the successful completion of a background check and urine drug screen. English is the official language of this position.
Preferred Qualifications	Master's Degree in Human Resources, Public Policy, or Business Administration. Previous experience in human resources.
Security Sensitive?	Yes

Physical Demands

Physical requirements include lifting-carrying of 10-25 pounds constantly; visual acuity, speech and hearing; hand and eye coordination and manual dexterity necessary to operate computer keyboard. Subject to handling, walking, standing, bending, reaching, smelling, and twisting to perform the essential functions.

Additional Requirements

Position may require any or all of the following within probationary period unless specified:

1. Ohio Sunshine Laws completed within first four weeks of hire
2. FEMA ICS 100, 200, and 700 courses
3. Franklin County Human Resources Courses (Ethics, Customer Service, Multicultural Awareness, First Aid/CPR/AED, and CRASE)