



JOB TITLE: Human Resources Director
DEPARTMENT: Administration
REPORTS TO: Township Administrator
FSLA STATUS: Salary, exempt

MIAMI TOWNSHIP ADMINISTRATION
Job Description

POSITION SUMMARY

Under the supervision of the Township Administrator, the Human Resources Director will be a member of the leadership team and complete the human resources functions, including personnel matters and employee benefits programs, of Miami Township.

SUPERVISION EXERCISED

- None currently. Subject to change after the HR Director, Administrator and Board of Trustees evaluate the need of an HR Coordinator.

EDUCATION/EXPERIENCE

- Bachelor's Degree in a related field;
- Minimum of five years experience in human resources;
- Prefer a professional HR certification
- Experience in administering benefits, employee development and wage compensation plans
- Experience in working with collective bargaining agreements
- Experience in working with employee matters involving the Bureau of Workers Compensation
- Experience and competencies in reviewing, revising and applying personnel policies in compliance with changing or new legislation

MINIMUM ACCEPTABLE CHARACTERISTICS AND ABILITIES

- Ability to be a Notary Public
- Ability to establish and maintain an effective and productive working relationship with the Administrator, elected officials, department heads, employees and the community in general
- Strong organizational skills
- Ability to handle confidential information appropriately
- Working knowledge of office automation and Microsoft Office software products
- Demonstrates flexibility and cooperative attitude when faced with change
- Implements own and others' ideas that improve production, organizational performance or result in cost or time savings for the Township.

ESSENTIAL FUNCTIONS AND DUTIES

- Serves as Township's primary employee benefits coordinator; enrolls new employees in various insurance and retirement plans; assists employees with questions regarding their benefits; ensures that benefits policies, announcements and updates are provided to all employees; provide COBRA



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counseling to separating employees and their dependents, ensuring all proper forms are completed in accordance with federal regulations.

- Maintains personnel files for all active and separated employees; ensures confidentiality of all personnel file information and activity to the extent permitted by Ohio law.
- Coordinates Township's Worker's Compensation claim reporting process; reviews and evaluates all work-related accident reports for completeness and clarity of data; analyzes data, as needed, to ensure compliance with policy and regulatory requirements; determines appropriateness of worker's compensation claims; investigates individual claims for eligibility for workers' compensation benefits; ensures that all procedural requirements are met for the processing of claims; provides advice and counsel to Township staff on the interpretation and application of worker's compensation policies, legislation, regulations, and processes.
- Maintains file of Township labor agreements, insurance contracts, and Workers Compensation claims.
- Manages human resource functions to include recruitment, selection and orientation of new employees, including participating in interviews, assessment centers, testing and background checks.
- Assists Administrator and department heads with ensuring compliance with Township personnel policies and procedures and collective bargaining agreements and human resource laws in hiring, employing training and administering staff in the day-to-day operations of the Township.
- Provides support to the Township Administrator through processing of collective bargaining agreement grievances and non-contract employee complaints
- Prepares, types and processes a variety of personnel transaction forms, reports and responses to surveys.
- Manages the annual non-union performance evaluation process and evaluates compliance within Township guidelines.
- Maintains and updates job descriptions.
- Maintain required continuing education and certifications.
- Performs other related duties as required.

PHYSICAL REQUIREMENTS

- While performing the duties of the job, the employee is frequently required to sit and talk or hear, use hands to finger, handle, feel or operate objects, tools or controls, and reach with hands and arms.
- Must occasionally lift and/or move boxes weighing up to thirty pounds. Specific vision abilities required by this job include close vision and the ability to focus.





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DISCLAIMER AND EMPLOYEE ACKNOWLEDGMENT

The information provided in this job description is intended to indicate the general nature and level of work performed by an incumbent within this position. It is not to be interpreted as a comprehensive inventory of all functions, responsibilities, duties, qualifications, working conditions and physical demands required of employees assigned to this position. Management has the sole discretion to add, modify and/or designate functions, responsibilities, duties, qualifications, working conditions and physical demands of the position at any time. This job description does not constitute an employment agreement between the employer and the incumbent. By signing below I acknowledge that I have read and understand this Job Description and the provisions of this Disclaimer.

 Signature

 Printed Name

 Date

DATES AND APPROVALS

Authorized by:

 Signature

 Printed Name

 Date

