OCSEA Job Posting

Human Resources Manager

Send Cover Letter, Resume and Completed Application to: Wanda Madison, OCSEA Human Resources Manager, 390 Worthington Road, Westerville, OH 43082 or wmadison@ocsea.org.
Obtain Application at www.ocsea.org (at the bottom of the page under "employment")

Department: Executive Offices

Reports To: Chief of Staff

Job Goal: To manage and maintain the organization's Human Resource, Personnel, Policies and Benefit programs for bargaining unit and exempt employees.

Duties & Responsibilities:

Developing and overseeing the personnel and human resources systems by:
Approving all personnel transactions for compliance with policy, practice, staff collective bargaining agreement and applicable laws.

Serve as the Labor Relations Officer for internal union contract and Employee Handbook violations; Representing organization at personnel-related hearings and investigations; take minutes for all staff meetings to be given to Chief of Staff;

Advise managers on organizational policy matters such as equal employment opportunities, policies and procedures and recommend needed changes;

Reviews all discipline prior to it being issued, for compliance with the PERU contract, policy, past practice and the meeting of just cause standards.

Process unemployment claims, and if needed, serve as hearing officer during appeal process; keep track of and process grievances and complaints in a timely manner;

Plan and conduct new employee orientation to foster positive attitude toward organizational objectives;

Commit to a healthy and safe working environment by regularly participating in training on safety practices/procedures.

Ensures the organization has legal, effective recruiting and hiring systems by:
Producing position descriptions for all positions that accurately reflect the duties of the position and are aligned with the organization's mission; conducting periodic pay surveys; recommending and implementing pay structure revisions, hearing requests for classification upgrades, analyzing job duties and compensation and submitting proposal to the Chief of Staff. Creates all job postings and advertises per OCSEA Policy and recruit applicants for job vacancies in compliance with the union contract, OCSEA policy and EEOC and other applicable regulations; Verifies candidate eligibility to work in the United States;

Develop interview questions while working with departments in the filling of positions.

Prepare and conduct applicant interviews by guiding departments in the proper interview procedures and by maintaining the organization's applicant tracking system.

Ensures the organization has an accurate and confidential personnel record keeping system and acts timely on personnel transactions by:
Working with departments to prepare and process the personnel/payroll transaction authorization forms for new hires, terminations, compensation adjustments and other related personnel matters;

Maintaining benefits record keeping systems; recording employee personnel changes and maintaining the employee EEOC database and the organization's personnel records.

Manages staff benefit programs in accordance with collective bargaining agreement, applicable laws, OCSEA policies and procedures in a manner that keeps staff informed about their benefits by:
Developing, implementing and coordinating policies/procedures regarding benefits program activities (benefit processing procedures, timelines, employee relations, case management) for active and retired employees;

Serving on joint health care and wellness committee; representing Chief of Staff at meetings and assumes responsibility and authority during Chief of Staff's absence on staff benefit issues; advising the Chief of Staff of labor relations matters as they pertain to staff benefit matters;

Approve all vendor invoices for payment; process COBRA, FMLA and FSA annual reporting;

Approve and maintain vendor contracts to include negotiation of premiums;

Serve as liaison of Employee Assistance Program;

Providing new employee orientation on benefits to all new hires; designing and presenting educational presentations for staff regarding benefits, providing consultation to employees regarding benefits policies and procedures; working with benefit providers to resolve complex benefit problems for staff;

Staying current on Federal, State and Local legal benefit regulations; obtaining qualified opinions as needed; enforcing adherence to requirements; proposing new or revised internal policies and procedures as needed;

Promulgates organization's Policy/Procedures by:
Developing (with final approval of the Chief of Staff) and distributing OCSEA employee policies, procedures and the employee handbook. Ensuring operations and practices are in compliance with applicable laws and collective bargaining agreement;

Provides Back-up support to the Chief of Staff by:
Researching and writing reports of complex nature; planning events and coordinating projects of a complex nature; responding to routine and/or complex correspondence and calls. Assisting Chief of Staff in development of department and overall OCSEA budget.

Other related duties as assigned.

Organization Relationship:
Interfacing with staff at all levels in all departments and union leadership; works with a multitude of outside benefit vendors.

Minimum Qualifications:
Completion of undergraduate core program in personnel administration or management or human resources plus one year experience in personnel or two years experience in human resources management including benefits management, recruitment and hiring, maintenance of personnel systems including the development of job descriptions and basic familiarity with labor relations issues. Thorough understanding of EAP programs and principles.

Salary Range: $79,431 - $96,549