



The Mission of the Defiance County Board of Developmental Disabilities (DCBDD) is to enrich the lives and meet the needs of individuals with developmental disabilities and their community throughout their lifetime.

Job Title: Human Resources Manager

Work Location: 195 Island Park Ave., Defiance, OH 43512

Department: Human Resources

Reports To: Superintendent

Full-time
 Part-time

Hours: Monday - Friday
8 hours

Exempt
 Nonexempt

Hourly
 Salary

Essential Duties and Responsibilities:

- Serve as the agency's HIPAA Privacy Officer
- Coordinate new hire orientation.
- Enroll employees in ARC and Rapback
- Track due dates for Certificates, FBI/BCI, Driver's License, Keys/Fobs, Anniversaries, Birthdays, etc.
- Coordinate enrollment in health insurance for eligible employees.
- Complete STRS and PERS reports
- Assist with coordinating FMLA and other paid leave
- Process Bi-weekly Payroll
- Maintain ID's and passwords of staff.
- Post job openings in-house and externally when requested by Superintendent.
- Track employee leave and provide bi-annual notification of leave amounts to employees
- Enter staff into the Brittco and Blackboard systems
- Assist with coordinating staff inservices and trainings
- Assists with hiring procedures and personnel duties of the agency, including maintaining files, updating filed data, processing all personnel forms, and other personnel materials as may be required.
- Maintain and update policies and procedures book when revised.
- Other duties as are appropriate and assigned by the Superintendent

Education and/or Work Experience Requirements:

- Bachelor's degree from an accredited college or university in Human Resources or a related field of study. Two years of HR experience.
- Working knowledge of Microsoft Word, Excel, Publisher, PowerPoint, Data Entry Applications, Google Docs, and Gmail is required.
- Possess competency in the operation of basic office equipment, including fax machine, copiers, computers, printers, and other office equipment.
- Bureau of Criminal Identification and Investigation (BCII), Federal Bureau of Investigation (FBI), and abuser registry clearances. Ability to access worksite(s) required.
- Valid driver's license to use agency vehicles.

Physical Requirements:

- Ability to safely and successfully perform the essential job functions consistent with ADA and other federal, state and local standards, including meeting qualitative and/or quantitative productivity standards.

- Ability to maintain regular, punctual attendance consistent with the ADA, FMLA and other federal, state and local standards.
- Successfully pass a physical examination and drug test after job offer.
- Must be able to talk, listen and speak clearly on telephone.

Work Conditions

- Professional office environment is provided. Travel within the county is expected.
- May be exposed to individuals who exhibit aggressive behaviors.
- May be exposed to infectious/contagious disease as part of employment setting.
- Ensures and maintains harmonious and effective relationship with other employees, consumers, parents/guardians, local school districts and state and local community service agencies.
- Knowledge and utilization of universal precautions to prevent the spread of infectious/contagious diseases.
- Maintains confidentiality and follows appropriate chain of command.
- Regular, predictable, and punctual attendance is vital to provide consistent services.
- Adheres to all local, state, and federal laws, and County Board of Developmental Disabilities policies and procedures.

Employee Understanding and Agreement

I understand and will perform the duties and requirements specified in this job description.

Print Employee Name:

Employee Signature:

Date:

Date Originated:
Revised: