

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

Posting Date: 07/22/2025

Response Deadline: until filled

Agency: Butler County Commissioners	Job Title: Assistant HR Director
Classified: <input type="checkbox"/> Unclassified: <input checked="" type="checkbox"/> X	Bargaining Unit: Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> X
Overtime Exempt: Yes <input checked="" type="checkbox"/> X No <input type="checkbox"/>	Salary: \$90,064.00 - \$130,603.20
Location: 315 High St, Hamilton, OH 45011	Hours of Work: M-F, 8:00am – 4:30pm

ESSENTIAL FUNCTIONS:

- Under direction of Human Resources Director, manage and coordinate efforts of multiple parties to monitor and facilitate individual injury claims and the County's Workers' Compensation program, at large; oversee efforts of the County's Risk and Safety to minimize risk of injury by reviewing procedures, coordinate with County's legal counsel and third-party administrator (TPA) to monitor claims from onset, flagging high-cost claims for scrutiny, directing representation to attend injured worker's hearings with the Ohio Bureau of Worker's Compensation and Ohio Industrial Commission; work closely with the County's managed care organization (MCO) to monitor injured worker medical progress, as well as the injured workers' department for return-to-work accommodations to minimize employee absence when possible; provide consistent communication with department directors and the offices of elected officials to explain and interpret policies and procedures.
- Identify training needs, schedule and perform worker's compensation and human resources training as needed; coordinate the training of employees on discriminatory harassment, and other human resources-related topics; conduct or arrange for supervisory training; and attend seminars, conferences, workshops, etc., to keep appraised of developments in the field.
- Conduct or oversee disciplinary investigations as needed, including interviews of witnesses and preparing documentation; coordinate and participate in the pre-disciplinary hearing process; monitor compliance with disciplinary decisions; upon request, provide advice and consultation to other departments and elected officials on disciplinary issues.
- Perform special projects and conduct research; direct and assist with the maintenance of the Board's human resources systems, such as the employee compensation plan and performance evaluations.
- Perform the functions of the Human Resources Director on an interim, temporary or as-needed basis, either upon request or in the absence of the Human Resources Director.
- Coordinate with the County Auditor's and Board of Commissioners' departments in the administration of unemployment claims and records, including receiving initial separated employee claim for unemployment benefits, investigating and gathering necessary information from the employing department as to the grounds for separation, and making the initial and subsequent decisions whether to dispute entitlement to unemployment compensation.
- Coordinate with the County's health insurance broker and the Auditor's office in the administration of the County's health/dental insurance program; produce a schedule of activities related to annual open enrollment; work with vendor to oversee the County's Wellness program

and committee, schedule Wellness Committee meetings, health fairs and other events associated with health insurance and Wellness.

- Perform queries to cull data from Dimensions, MUNIS and other pertinent sources to create meaningful, timely reports and graphics that illustrate trends to guide human resources initiatives in furtherance of organizational goals.
- Meet all job safety requirements and all applicable OSHA safety standards that pertain to essential functions.

REQUIRED QUALIFICATIONS:

- Bachelor's Degree in Human Resources, Business Administration, Public Administration, or related field; and
- Four (4) years experience in human resources administration; or
- Any combination of education, experience and/or training equivalent to the stated minimum qualifications.

SELECTION PROCEDURE: Resumes and Interviews

SUBMIT COVER LETTER AND RESUME TO: resumes@bcoho.gov (indicate job title in subject line)

BUTLER COUNTY WILL CONSIDER INTERNAL APPLICANTS PRIOR TO EXTERNAL APPLICANTS

Pursuant to the ADA Amendments Act of 2008, 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