

Educational Service Center of Central Ohio

Job Description

HUMAN RESOURCES REPRESENTATIVE

Minimum Qualifications:

- High school diploma, post-secondary secretarial, office management, or college-level training is desirable; a Bachelor's degree is preferred
- Two years' work experience in human resources, business management, or a closely related field.
- Proficient in general office and information management software (e.g., Microsoft Office Suite, etc.)
- Knowledge of general employment law, benefits administration, and other HR-related practices (e.g., employment contracts, leaves, salary schedules)
- Experience with Human Resources Information Systems (HRIS)
- Documentation of a clear criminal record in compliance with state statute
- Complies with drug-free workplace rules and Board policies.

FLSA Classification: Non-Exempt

Reports to: Director of Human Resources

Job Objective:

Assist with the effective and legally compliant operations of the ESC of Central Ohio Human Resources Department with respect to policies, procedures, information systems, licensure, onboarding, training, data entry/management, and substitute employment process. Provide support as necessary for the effective delivery of administrative services.

Responsibilities and Essential Functions:

- The following duties represent performance expectations; however, the list below is not ranked in order of importance.
- Maintain employee information in the HR database. Includes, but is not limited to, data entry, data integrity assurance, data analysis, and reporting.
- Work with employment contract administration & processing. Including but not limited to compiling annual employment status recommendations and annual salary recommendations, generating, emailing, tracking, and filing employment contracts, and ensuring the accuracy of information added to monthly Governing Board agendas.
- Assist in new employee processing/orientation.
- Compile and prepare reports and documents pertaining to personnel.

- Process, verify, and maintain personnel-related documentation, including staffing, recruitment, training, grievances, performance evaluations, classifications, and employee leaves of absence.
- Serve as point of contact for internal and external customer inquiries as related to human resources.
- Explain company personnel policies, benefits, and procedures to employees and/or job applicants.
- Examine employee files to answer inquiries and provide information for personnel actions.
- Monitor employee and substitute ODE license and permit applications.
- Conducts background checks for employees, substitutes, and the general public.
- Record employee data, including addresses, earnings, absences, performance evaluations, and dates of and reasons for resignations or terminations.
- Schedule and confirm meetings/orientations.
- Perform other specific job-related duties as assigned by the Superintendent or his/her designee

Working Conditions:

- Exposure to the following situations may range from remote to frequent based on circumstances and factors that may not be predictable.
- Duties may require bending, crouching, kneeling, reaching, and standing.
- Duties may require lifting, carrying, and moving work-related supplies/equipment.
- Duties may require operating and/or riding in a vehicle.
- Duties may require traveling to meetings and work assignments.
- Duties may require using a computer keyboard and monitor. Duties may require working extended hours.
- Duties may require working under time constraints to meet deadlines.
- Potential for exposure to adverse weather conditions and temperature extremes.
- Potential for exposure to blood-borne pathogens and communicable diseases.
- Potential for interaction with aggressive, disruptive, and/or unruly individuals.

Performance Evaluations:

Job performance is evaluated according to the policy provisions adopted by the Governing Board of the EDUCATIONAL SERVICE CENTER OF CENTRAL OHIO.

Conduct:

Each staff member shall remain free of any alcohol or non-prescribed controlled substance and abuse of any prescribed controlled substance in the workplace throughout his/her employment in the Agency.

Terms of Employment:

Each staff member shall be a role model for students to conduct themselves as citizens and responsible, intelligent human beings. Each staff member has a legal responsibility to

help instill in students the belief in and practice of ethical principles and democratic values.

The employees are responsible for maintaining proper certification/licensure and initiating the renewal process in sufficient time to receive the updated certificate/license before the present certificate/license expires.

The Educational Service Center of Central Ohio Governing Board does not discriminate based on race, color, religion, national origin, sex, disability, sexual orientation, or age in its programs and activities, including employment opportunities. This job description summary does not imply that these are the only duties to be performed. This job description is subject to change in response to funding variables, emerging technologies, improved operating procedures, productivity factors, and unforeseen events.

June 2025