

**JOB OPPORTUNITY  
COUNTY OF SUMMIT  
OFFICE OF HUMAN RESOURCES**

<b>CLASSIFICATION:</b>	<b>HUMAN RESOURCE COMPLIANCE ADMINISTRATOR (EXEC 06-14)</b>		
<b>SALARY:</b>	<b>\$ 47,756.80 MIN - \$59,696.00 MID</b>	<b>CATEGORY :</b>	<b>3 GRADE: 6</b>
<b>OFFICE/AGENCY:</b>	<b>SUMMIT COUNTY EXECUTIVE/HUMAN RESOURCE DEPARTMENT</b>		
<b>JOB LOCATION:</b>	<b>175 S. MAIN STREET AKRON, OHIO 44308</b>		
<b>HOURS OF WORK:</b>	<b>7:30 A.M. - 4:00 P.M. MON. - FRI.</b>		
<b>SEND APPLICATION TO:</b>	<b>THE COUNTY HUMAN RESOURCE DEPARTMENT 175 S. MAIN ST. ROOM 103 AKRON, OHIO 44308-1313</b>		
<b>DATE POSTED:</b>	<b>OCTOBER 10, 2006</b>	<b>DEADLINE:</b>	<b>OCTOBER 13, 2006 4:00p.m.</b>

**THIS POSITION IS:**

**FULL-TIME**   X        **PART-TIME** \_\_\_\_\_      **INTERMITTENT** \_\_\_\_\_      **TEMPORARY** \_\_\_\_\_

**BARGAINING UNIT-AFSCME - LOCAL #** \_\_\_\_\_      **NON-BARGAINING**       X      

**ESSENTIAL JOB FUNCTIONS:**

1. IDENTIFIES, INTERPRETS, DEVELOPS AND ADMINISTERS COMPLIANCE POLICIES AND PROCEDURES AS RELATED TO THE LEGAL REQUIRMENTS AND REPORTING AFFECTING HR FUNCTIONS AS REQUIRED BY COUNTY, STATE AND FEDERAL PROGRAMS OF EMPLOYMENT (i.e. EEO, AFFIRMATIVE ACTION).
2. DEVELOPS, COORDINATES, PLANS, ANALYZES AREAS OF EMPHASIS AND CONDUCTS TRAINING PROGRAMS, MEETINGS, SEMINARS AND WORKSHOPS FOR EMPLOYEES, DIRECTORS, ADMINISTRATORS, SUPERVISORS, COVERING COMPLIANCE INFORMATION.
3. RESEARCHES AND AUTHORS COMPLIANCE AND TRAINING DOCUMENTS.
4. INVESTIGATES EEO AND OCRC COMPLAINTS.
5. PERFORMS OTHER RELATED DUTIES AS ASSIGNED.

**MINIMUM QUALIFICATIONS:**

BACHELORS DEGREE IN HUMAN RESOURCES, PUBLIC ADMINISTRATION OR INDUSTRIAL RELATIONS WITH COURSE WORK IN HUMAN RESOURCE MANAGEMENT AND ADMINISTRATION, PLUS SEVEN (7) YEARS OF PROVEN PROFESSIONAL PRACTITIONER AND TRAINING EXPERIENCE IN THE APPLICATION OF EMPLOYMENT LAWS, RULES AND REQUIRED REPORTING.

**THE COUNTY OF SUMMIT MAINTAINS A DRUG FREE WORK ENVIRONMENT.**  
**ALL APPLICANTS TENTATIVELY SELECTED FOR EMPLOYMENT WILL BE REQUIRED TO SUBMIT TO DRUG TESTING PRIOR TO EMPLOYMENT.**

THE COUNTY OF SUMMIT DOES NOT DISCRIMINATE ON THE BASIS OF RACE, COLOR, NATIONAL ORIGIN, SEX, RELIGION, AGE OR DISABILITY IN EMPLOYMENT OR THE PROVISION OF SERVICES. QUALIFIED APPLICANTS WHO ARE DISABLED AND REQUIRE SPECIAL ASSISTANCE TO RESPOND TO THIS EMPLOYMENT ANNOUNCEMENT SHOULD CONTACT THE HUMAN RESOURCE DEPARTMENT AT (330-643-2528).