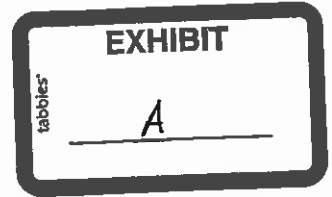


COUNTY OF SUMMIT  
HUMAN RESOURCE COMMISSION  
MEETING  
WEDNESDAY JUNE 21, 2012  
11:00 A.M.  
MINUTES



12-286

**MEMBERS PRESENT:**

Joel Bailey, Chair  
Mike Callahan, Member  
Nancy Wilson, Member

**I. Call to Order**

Joel Bailey convened the meeting at 11:00 a.m. with all members present

**II. Approval of Minutes-March 15 2011 and May 24, 2012**

Nancy Wilson made a motion to approve minutes of March 15th, seconded by Joel Bailey Motion carried

Mike Callahan made a motion to approve minutes of May 24<sup>th</sup>, seconded by Joel Bailey. Motion carried

**III. Correspondence**

No correspondence

**IV. Old Business**

No Old Business

**V. New Business  
Action Item**

**1. New Class Spec with Pay Range for Executive.**

**A. Training Administrator and EEO Compliance Officer**

Leonard Foster addressed the Commission. This is a new classification with calculated pay range to reflect additional duties given to the current Training and EEO Officer, Robert Hunt. This is one step higher than his current position. (Category 3 Grade 7 to a Category 3 Grade 8) Mr. Hunt has now taken on additional duties and overseas Dept. of Job and Family Services training. This will be taken to Council for final approval.

The Commissioners would like for Mr. Hunt to attend the next HRC meeting, September 27, 2012 for an overview of his new responsibilities and review of how the training is going

Nancy Wilson moved to adopt the Training Administrator and EEO Compliance Officer classification into the classified position for the Executive seconded by M. Callahan

Bailey	AYE
Callahan	AYE
Wilson	AYE

Motion carried (See attached Order # 12-03)

**VI. Human Resource Department Report**

Leonard Foster addressed the Commission. Mr. Foster informed the HRC that a few minor changes are being made to the class spec for Plans Examiner at Building Standards. The changes are very minor to include the change licensing qualification and duties. He indicated this will not be brought before the HRC.

Mr. Foster also reviewed some of the HR duties being discussed to merge with other municipalities. This is just in the talking stages.

Yamini Adkins has finalized the County Labor Contracts, with the last one being Engineer's office.

**VII. Human Resource Commission- Administrator Report**

The Fiscal office is finalizing upgrade for Kronos, payroll system, to include a Family Medical Leave Module. This will make all FML record keeping and report generating much easier.

**VIII. Public Comment**

No public comment

**IX. Adjourn**

With no other public business to be conducted by the Commission, Nancy Wilson moved to adjourn the meeting at 11:20 a.m.; seconded by Mike Callahan.

Respectfully,



Kasie Briggs Pizarro  
Administrator, Human Resource Commission

jlc

# SUMMIT COUNTY, OHIO

## HUMAN RESOURCE COMMISSION

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### HRC ORDER

Date: June 21, 2012

Order # : 12-03

Whereas the Human Resource Commission met in a public meeting at 11:00 a.m. on Thursday June 21, 2012 to address the proposed creation of one (1) classified position (Training Administrator and FEO Compliance Officer) for the Executive office;

Whereas the Human Resource Commission has reviewed the proposed position along with the HRC Administrator, and Executive Human Resources Department and recommended the following action to the Human Resource Commission;

Approve the above mentioned classified position for the Executive office along with the classified salary schedule for position


Whereas the Human Resource Commission conducted a full discussion of the proposed recommendation and heard testimony from Leonard Foster ;

Whereupon a motion was entered by Nancy Wilson and seconded by Michael Callahan to approve the above mentioned action for the Human Resource Commission.

A roll call vote was taken as follows:

J. Bailey	Aye
M. Callahan	Aye
N. Wilson	Aye

The motion carried.

  
Kasie Briggs Pizarro, Administrator HRC

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# Training Administrator and EEO Compliance Officer

Class Code:  
90932

Bargaining Unit: None

COUNTY OF SUMMIT  
Revision Date: Jun 5, 2012

## **SALARY RANGE**

\$28.55 - \$45.67 Hourly  
\$2,284.00 - \$3,653.60 Biweekly  
\$59,384.00 - \$94,993.60 Annually

### **DESCRIPTION:**

Under administrative direction of the Director, Human Resources and Director, Job and Family Services oversees the coordination, planning, development and implementation of internal and external staff training; supervises county trainers; maintains records in compliance with federal, state and local laws and regulations. Under administrative direction of the Summit County Executive and functional direction of the Director, Human Resources, is responsible for the assessment and implementation and enforcement of all Equal Opportunity Programs. Performs other related duties as required.

### **JOB DUTIES:**

For Charter offices: develops, coordinates, plans and analyzes course objectives and training formats\*; conducts training programs, meetings, seminars and workshops on various laws and policies and procedures\*; conducts safety and supervisors training; directs and coordinates outside training programs. For offices paid by warrant of the Fiscal Officer: develop and perform training to maintain compliance with safety, federal and state requirements (e.g., sexual harassment, ethics, substance abuse, EEO/OCRC)\*.

For offices paid by warrant of the Fiscal Officer: accept and investigate EEO and harassment complaints and/or charges from applicants, employees and/or other third parties\*; counsel individuals and resolve issues prior to a complaint being filed, if possible; report findings from investigations to the Director, Human Resources and County Executive\*; answer and track complaints/charges filed with the Ohio Civil Rights Commission\*.

Administers, evaluates, develops, interprets and enforces all county compliance with Equal Employment Opportunity Commission and Ohio Civil Rights Commission regulations\*; advises appointing authorities, directors, administrators and management staff on EEO/OCRC policies and procedures\*; compiles and submits EEO-4 report bi-annually.\*

Supervises training and support staff (e.g., plans, schedules and assigns work; trains staff and evaluates employee work performance; interviews job applicants and recommends for hire; approves leave requests; recommends commendations and disciplinary action as appropriate, etc.); conducts Train the Trainer Academy; schedules successful graduates to conduct County training.

Works with Appointing Authorities, Directors and other Administrative staff to provide technical assistance and support with training and workplace intervention/mediation.

Serve as a Hearing Officer for bargaining and non-bargaining unit disciplinary matters;

assists Director, Human Resources in conducting Hearing Officer Training.

**QUALIFICATIONS:**

**Any combination of training and work experience which indicates possession of the skills, knowledge and abilities listed below.**

A master's degree in Human Resources, Business, Public Administration or equivalent training and/or experience required to perform the essential functions of the position including certifications and/or licenses; ten (10) years experience in an administrative position; plus proven leadership, organizational and public speaking abilities.

**NOTE:**

Must have a valid State of Ohio motor vehicle operator's license.

**KNOWLEDGE, SKILLS AND ABILITIES:**

Comprehensive knowledge of management principles and practices; government structure and process\*; county government goals and objectives\*; department goals and objectives\*, department policies and procedures\*; public relations; human relations; federal laws related to EEO, OCRC and sexual harassment; government legal principles and practices; statistical analysis; labor/management relations and practices; personnel management. Ability to use data processing techniques; deal with many variable and determine specific action; define problems, collect data, establish facts and draw valid conclusions; use statistical and mathematical analysis; utilize investigative techniques; prepare concise and accurate documentation; develop complex reports and position papers; use proper research methods; generate training documentation; communicate effectively in both written and oral form; handle sensitive inquiries; form contacts with officials and the general public; develop good rapport with citizens and government officials, resolve complaints from employees and interested parties.