



*Ashland
County
Department of Job
& Family Services*

*Director J. Peter
Stefaniuk*

*15 West Fourth St.
Ashland, OH 44805*

*P: (419)282-5000
Fax: (419)282-5011
TDD: (419)282-5002*

www.ashlandjfs.org

*Ashland County JFS is
an equal opportunity
employer and does not
discriminate on the basis
of race, color, national
origin, sex, sexual
orientation, genetic
information, religion,
age, disability, or
military status in
employment or the
provision of services.*

FULL-TIME JOB OPPORTUNITY

Position: Human Resources Manager

Full time: Starting \$60,000 / year – increased based on experience (and longevity)

Division: Administration

Ashland County DJFS is seeking highly motivated, compassionate, and dedicated individuals to join our team in ensuring child safety while promoting family growth and accountability.

Primary Duties (non-exclusive): Duties include recruiting, hiring, onboarding and off-boarding, employee training and development, labor and employee relations, and drafting agency policies. Identifying and evaluating job candidates, conducting interviews and testing, overseeing background checks and drug screens, ensuring compliance with federal and state requirements, and maintaining applicant records and metrics; providing consultation on staffing, performance management, and disciplinary actions; managing all phases of the employee disciplinary process; interpreting employment laws and policies; processing FMLA and Workers' Compensation matters; collecting data and preparing HR reports; and coordinating new employee orientations, exit interviews, and prior public service requests.

Qualifications: (1) Bachelor of Arts degree in Human Resources, Business Administration, or related area plus three (3) years related work experience; or equivalent combination of education and experience. PHR, SPHR or CLRP certification preferred. (2) A valid Ohio driver's license (3) All positions are subject to employment verification, criminal background check, fingerprinting, alcohol and drug screening, motor vehicle report check, SACWIS AP search, and approval by the Ashland County Commissioners.

WHY WORK FOR ACDJFS?

- **Health Care Benefits**
- **Flexible Scheduling**
- **Generous Leave** - personal leave available for immediate use; compensatory time; vacation time; sick leave incentive program allowing accrual of additional leave or pay every 90 days.
- **Longevity Pay Increases**
- **OPERS**
- **Positive and Supportive Environment**

How to Apply: Interested candidates should submit: (1) a cover letter (2) a resume (3) a list with three professional references (4) and a completed civil service application to Linda Allton via email: Linda.Allton@jfs.ohio.gov or by mail at: 15 West Fourth St., Ashland, Oh 44805.

Civil Service Application can be found at https://www.ashlandjfs.org/civil_service_application.pdf