

CHAPTER 138  
Department of Human Resources

---

138.01 ESTABLISHMENT OF DEPARTMENT; DIRECTOR APPOINTED.

(a) There is hereby established a Department of Human Resources to be headed by the Director of Human Resources.

(b) The Department of Human Resources shall be an administrative department of the City as created by charter change passed November 6, 2001. The Mayor shall appoint the Director of Human Resources, subject to confirmation of Council. The Director shall serve at the pleasure of the Mayor and may be removed by the Mayor.

138.02 DIRECTOR OF HUMAN RESOURCES, QUALIFICATIONS.

The following qualifications shall be required:

- (a) Bachelor's Degree in human resources, personnel or related field.
- (b) A minimum of five years' experience in human resources management.
- (c) The following qualifications shall be desired:
  - (1) Experience in labor negotiations.
  - (2) Working knowledge of Civil Service Rules and Regulations.
  - (3) Human Resources experience on a governmental level.
  - (4) Working knowledge of Occupational Safety and Health Administration rules and regulations; Department of Labor rules and regulations; and Fair Labor Standards Act.
  - (5) Ability to create and maintain computerized records.

138.03 DIRECTOR OF HUMAN RESOURCES, DUTIES AND RESPONSIBILITIES:

The duties and responsibilities of the Director of Human Resources as listed in the charter are:

- (a) Responsible for coordinating recruitment;
- (b) Administering the classification and pay plan;
- (c) Assisting with collective bargaining;
- (d) Maintaining personnel files;
- (e) Identifying training needs, and locating training resources;
- (f) Administering benefit programs and human resource policy;

- (g) Ensure compliance with legislative actions and administrative rulings;

Other powers, duties, and functions shall be as follows:

- (a) Creation and maintenance of a centralized employee records system under the control of the Director of Human Resources with exception of payroll records as maintained by the office of the Director of Finance.
- (b) Creation and implementation of a comprehensive set of personnel policies and procedures in compliance with all State and Federal regulations.
- (c) Make recommendations for changes to said personnel policies and procedures for employees of the City of Gahanna subject to the approval of the Mayor.
- (d) Creation and implementation of an employee evaluation system with the approval of the Mayor and Council.
- (e) Administration, coordination and monitoring of employee benefit programs.
- (f) Oversight of Workers' Compensation claims.
- (g) Assist in all labor relations matters including labor negotiations, grievance arbitrations, hearings before the Civil Service Commission and the State Employment Relations Board.
- (h) Any other duties as prescribed by the Mayor.

#### 138.04 DIRECTOR OF HUMAN RESOURCES; ADDITIONAL EMPLOYMENT AND PUBLIC OFFICE.

The Director of Human Resources shall not hold any other public office or employment that shall be incompatible with the office of Director of Human Resources as determined by the Mayor and Council.

#### 138.05 DIRECTOR OF HUMAN RESOURCES; VACANCY

The Mayor, with the approval of Council, may designate an Acting Director to serve in the event of a vacancy in the office or the temporary absence or disability of the Director of Human Resources, and such Acting Director shall exercise all the powers, duties and functions of the Director of Human Resources.