

# CUYAHOGA COUNTY BOARD OF HEALTH

YOUR TRUSTED SOURCE FOR PUBLIC HEALTH INFORMATION

**Position:** Human Resources Supervisor

**Position to be filled:** July 18, 2022

**Starting salary:** \$53,968 annually

**Reports to:** Director, Organizational Development

**Hours:** Mon. – Fri., 8:30 a.m. to 4:30 p.m.

**Flexible Work Arrangements:** Alternate work schedule or changes in work schedule available after initial training period with approval. Core work hours of 10am to 2pm required of all staff. Remote work from home available up to two days per week with approval after the completion of a minimum of 60 days of employment.

**Vaccine Policy:** Effective November 1, 2021 all new hires will need to meet COVID and Influenza vaccine requirements or request an exemption as outlined in the CCBH Vaccination Policy.

## **Minimum Requirements:**

- Bachelor's degree in human resources, business administration or related field.
- SHRM-CP or SHRM-SCP certification.
- Five years of experience in human resources with two or more years of supervisory experience. Experience as a Human Resource Generalist.
- Strong knowledge of human resources management laws, principles, and practices. Knowledge of project management. Strong knowledge of benefits, payroll, taxes, retirement, Ohio Revised Code, and unions.
- Strong proficiency with use of PC hardware & basic software (i.e. Microsoft office), email, and office equipment (i.e., copier, fax, scanner, telephone, etc.). Strong proficiency with Microsoft Excel.
- Strong customer service, verbal & written communication, project management, and presentation skills. Strong interpersonal relationship skills including cultural sensitivity & competence.
- Proficiency with creating and maintaining databases/spreadsheets, reports and tables.
- Ability to interpret policy, procedures and employment law.
- Strong attention to detail, accuracy, ability to maintain confidentiality and multitask

## **Responsibilities:**

Will include, but NOT limited to:

- Supervises the activities of HR Generalists, and temporary staff or interns as needed.
- Implements and monitors initiatives and/or programs that promote diversity within the agency.
- Oversees and administers the full-cycle recruitment process, procedures, and orientation of new staff. Supervises the pre-screening, background investigation and credential verification processes. Advises and counsels management on the policies and procedures related to recruitment. Assists with the development of recruiting strategies & programs to attract, maintain, and promote adequate, diverse staffing levels for CCBH.
- Leads job classification re-evaluations and conducts job evaluations of existing or new positions. Assists in the analysis and modification of compensation policies and procedures.
- Serves as a liaison between management and employees by handling questions, interpreting and administering policies and procedures. Resolves work-related problems and assists in conducting investigations and resolving grievances. Reviews and/or makes recommendations to agency-wide human resources policies and procedures.
- Establishes and maintains employee benefit programs. Serves as the liaison between the agency and external healthcare consultants. Assists in obtaining new benefit contract bids as appropriate. Coordinates open enrollment.
- Assists in planning, implementing, and monitoring employee performance. Trains employees and supervisors on the appraisal system. Resolves grievances regarding employee appraisals.
- Coordinates the processing and maintenance of personnel documents, data, and materials
- Collaborates on the design of the Human Resource Information Technology infrastructure. Prepares HR reports by collecting, analyzing and summarizing information and trends (e.g. hiring, benefits, training, etc.).
- Assists the Director with identifying, developing, and monitoring the budget for human resource activities related to recruitment, worksite wellness, and HRIS technology infrastructure. Assists with the budget development and monitoring related to benefits, employee performance, classification & compensation.
- Supervises the creation and maintenance of a comprehensive annual schedule of learning opportunities.
- Gathers and organizes documents to satisfy public records requests or other reporting obligations.
- Maintains most current knowledge of HR industry best practices via participation in professional associations, educational groups, and professional development.

Please complete the online application on our website, [www.ccbh.net/jobs](http://www.ccbh.net/jobs)

Please upload your resume and cover letter with your application.

**Deadline to Apply: EXTENDED UNTIL FILLED**

***Bilingual Applicants Welcome***

*Employees hired for a position that is funded in whole or in part by a designated funding source may be laid off when the funding source is reduced or eliminated.*

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1964

THIS EMPLOYER PARTICIPATES IN E-VERIFY

All employees hired for a position must be legally authorized to work in the United States without requiring sponsorship for employment visa status now or in the future.

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