

**DISTRICT HEALTH DEPARTMENT NO. 2
JOB POSTING**

Job Classification: Human Resource Director
Base Site: West Branch
Rate of Pay: \$57,800.00/Salaried Exempt

The qualifications listed below are intended to represent the minimum skills and experience levels associated with performing the duties and responsibilities contained in this job posting. The qualifications should not be viewed as expressing absolute employment or promotional standards, but as general guidelines that should be considered along with other job-related selection or promotional criteria.

General Summary

Under the direction of the Administrative Health Officer, this individual is responsible for the administration and management of the Human Resources operations by recruiting, selecting, orienting, guiding hiring, on-boarding and off-boarding process. The Human Resources director promotes and implements human resource values by planning and managing human resources programs and directing staff training, counseling, and disciplining staff. The Human Resources Director will take the lead in developing organization strategies by identifying and researching human resources issues. The Human Resources Director will provide administrative support to the Health Officer and work closely with the Finance Department regarding change of status, wage increase and agency metrics.

Essential Functions

- Supports management by providing human resources direction, advice, and counsel.
- Ability to coach and mentor team members through the process of understanding the needs and responsibilities of human resources.
- Cultural competency modeling: Understanding of cultural norms, traditions, and working with diverse teams.
- Guides management and employee actions by developing HR guidelines, and ensuring compliance to policies and procedures, and organization values.
- Leads company's compliance with all existing governmental and labor legal requirements including any related to the Equal Employment Opportunity (EEO), the Americans With Disabilities Act (ADA), the Family and Medical Leave Act (FMLA), the Department of Labor, worker compensation, the Occupational Safety and Health Administration (OSHA) and Risk Management.
- Able to operate with consistency and comply with federal, state, and local laws to reduce legal liability.
- Establishes and maintains agency records and reports; able to direct others in the organization and adherence to record-keeping guidelines. Maintaining privacy and HIPAA standards.
- Maintains agency organization charts, employee directory, policy sign-off forms, etc.
- Demonstrates professional communications (written/verbal). Able to present to Board of Health.

This list is not inclusive of the total scope of job functions to be performed.

Education/Training

- Bachelor's degree required; Masters' preferred
- Three years of HR experience required

Other Requirements

- Own means of transportation.
- Initial and annual training pertaining to OSHA's Blood Borne Pathogen Standard is a condition of continued employment.
- Ability to effectively communicate or relate with staff and the public in a professional capacity and provide service in a culturally competent manner.

Applications are available at Health Department Offices. Submit application/with resume or curriculum vitae to District Health Department No. 2, 630 Progress Street, West Branch, MI 48661 or you may e-mail your resume to vsherosky@dhd2.org. This position remains open until filled with first review of applicants May 14, 2021.

District Health Department No. 2 is an Equal Opportunity Employer.

Posted: April 29, 2021