



Public Health
Prevent. Promote. Protect.
Dayton & Montgomery County

Public Health - Dayton & Montgomery County

Reibold Building, 117 South Main Street, 2nd Floor, Dayton, Ohio 45422

(937) 225-4406 • Fax (937) 496-3070

Email: humanresources@phdmc.org • www.phdmc.org

Facebook/Twitter: @PublicHealthDMC • LinkedIn: @public-health-dayton-&-montgomery-county

POSITION AVAILABLE

Position: Supervisor Bureau of Human Resources

Department: Human Resources

Office: Administration

Posting Date: February 26, 2019

Hours: Full Time M-F 8 am – 4:30 pm

Starting Salary: A59 \$33.93/hour - \$70,574/Annual *

*(Salary Commensurate with experience)

Minimum Qualifications:

- A Master's Degree in Human Resources Management, Public Administration, Business Administration or related field with 5 years of experience in Human Resources Management including 3 years of supervisory experience.
- Proficient with Microsoft Office Products
- Current valid Ohio driver's license and access to a motor vehicle.

Preferred Qualifications:

- Candidate should have excellent communication and leadership skills
- Candidate should have SHRM certification (SCP or CP) or be able to obtain within 2 years.
- A thorough knowledge of human resources administration, civil service laws, rules and procedures and government structure and process.

Responsibilities include but not limited to:

- Planning, directing, and supervising the Human Resources Office.
- Responsible for the strategic leadership and direction of all human resources initiatives and functions.
- Demonstrate and implement a vision of employee engagement and customer service in conjunction with Executive Team.
- Possess outstanding conflict resolution and communication skills; and resolve complex issues.
- Other duties include employee relations; recruitment and selection; orientation and on-boarding; compensation and benefits; managing agency compliance; review and development of policies; training; worker's compensation; related record keeping.
- Counseling employees and supervisors on employment related matters; and clarifying agency policies and procedures as needed.
- Serves as EEO officer for the agency.
- Coordinating, managing and providing direction for implementation and planning of Human Resources Information System.
- May be required to play an active role during a public health emergency, crisis, outbreak, incident or event in which the Health Commissioner deems additional personnel resources are warranted. This may include changes in responsibilities and working locations/hours.

How to apply:

Complete the application found on our website: www.phdmc.org/about/employment-postings

- Fax, email, or deliver the completed application to Human Resources at:

Public Health – Dayton & Montgomery County
117 South Main Street, 2nd Floor
Dayton, Ohio 45422

humanresources@phdmc.org

Fax (937) 496-3070

Deadline to Apply: March 15, 2019 or until position is filled

Position is subject to a criminal background check

Applicants who declare use of nicotine/tobacco in any form including replacement therapy products and prescription medications used to treat smoking addiction on the PHDMC Application for Employment or addendum thereto, shall not be considered for employment.

PUBLIC HEALTH- DAYTON & MONTGOMERY COUNTY (PHDMC) IS AN EQUAL OPPORTUNITY EMPLOYER AND DOES NOT DISCRIMINATE ON THE BASIS OF RACE, COLOR, RELIGION, SEX, SEXUAL ORIENTATION, GENDER IDENTITY OR EXPRESSION, AGE, NATIONAL ORIGIN, DISABILITY, MILITARY STATUS, VETERAN STATUS, GENETIC TESTING, OR OTHER UNLAWFUL BIAS EXCEPT WHEN SUCH A FACTOR CONSTITUTES A BONA FIDE OCCUPATIONAL QUALIFICATION (BFOQ”).