



## Public Health - Dayton & Montgomery County

Reibold Building, 117 South Main Street, 2<sup>nd</sup> Floor, Dayton, Ohio 45422

(937) 225-4406 • Fax (937) 496-3070

Email: [humanresources@phdmc.org](mailto:humanresources@phdmc.org) • [www.phdmc.org](http://www.phdmc.org)

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

### POSITION AVAILABLE

**Position:** Human Resources Coordinator

**Department:** Human Resources

**Office:** Office of Administration

**Posting Date:** June 20, 2019

**Hours:** Full-time, M - F 8 am - 4:30 pm

**Starting Salary:** C49/1 \$25.01/hr-\$52,020.80/Annual

**\*\* Salary commensurate with experience\*\***

#### **Minimum Qualifications:**

- Bachelor's degree in Human Resources Management, Public Administration or closely related field and four years progressively responsible experience in Human Resources
- Proficient with Microsoft Office Products
- Current valid Ohio driver's license and access to a motor vehicle

#### **Preferred Qualifications:**

- Experience in Benefits, Compensation, Full life Cycle Recruiting and Employee Relations in a Public Agency.

#### **Responsibilities include but not limited to:**

- Develops and maintains the classification specifications library and position description for new and current positions; Determine proper classifications and researches occupational standards; Performs job audits and make recommendations.
- Conducts labor market survey for wage scale adjustments and makes recommendations for internal wage scale adjustments; Conducts labor market surveys for positions throughout the year upon request and makes recommendations.
- Researches and prepares reports on a personnel matter such as: federal and state regulations (i.e. Fair Labor Standards, American with Disability Act, EEOC); Keeps abreast of changes to human resources/ employment related law and best practices.
- Counsels supervisors and employees regarding employee relations problems; Assist with recruitment and orientation, Health and safety programs, workers' compensation; Assist with interviewing; Researches training providers, analyzes/ evaluates proposals, maintains Table of Organization and prepares related reports.
- Conducts exit interviews and develops related reports; Clarifies personnel procedures/agency policies and assists with development of agency procedures. Assists with internal investigations; Gathers information for litigation and hearings.
- Serve on committees; Attends Human resources related conferences and applies for CEU credits where applicable; Completes special projects as requested; Acts on behalf of supervisor during supervisor's absence.
- 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](http://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, 2<sup>nd</sup> Floor  
Dayton, Ohio 45422

Fax (937) 496-3070  
[humanresources@phdmc.org](mailto:humanresources@phdmc.org)

**Deadline to Apply:** July 21, 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 OR RACE, COLOR, RELIGION, SEX, SEXUAL ORIENTATION, GENDER IDENTITY OR EXPRESSION, AGE, NATIONAL ORIGIN, DISABILITY, MILITARY STATUS, VETERAN STATUS, GENETIC TESTING, OR OTHER UNLAWFL BIAS EXCEPT WHEN SUCH A FACTOR CONSTITUTES A BONA FIDE OCCUPATIONAL QUALIFICATION ("BFOQ").**