



**POSITION AVAILABLE**

**Position:** Human Resources Project Manager  
**Department:** Human Resources  
**Office:** Administration

**Posting Date:** September 29, 2022  
**Hours:** Full-time, M - F (8am - 4:30pm)  
**Starting Salary:** C41/1 – \$26.94/hour - \$31.33/hour  
\$56,035.20 - \$65,166.40/Annual  
*\*\*salary commensurate with experience\*\**

**Minimum Qualifications:**

- Bachelor’s degree in Human Resources Management, Public Administration, or closely related field.
- Four years of experience in a Human Resources Project Management, Generalist, or relevant Human Resources role.
- Two years of experience managing multiple programs, projects and/or deliverables, Full Lifecycle Recruiting, and Employee Relations.
- Problem solving skills, organizational skills, and dedication to quality work and/or results.
- Strong interpersonal communication (oral and written) skills.
- Strong collaboration skills across functional areas and departments.
- Proficient with Microsoft Office products.
- Understands and acknowledges that Public Health - Dayton & Montgomery County is an evidence-based and evidence-informed public health practice based on scientific research, including health promotion theory and practice, environmental health measures, and communicable disease control measures, including vaccination, isolation, and quarantine practices, and medicine for treatment and prevention of disease, among others.
- Understands and acknowledges the use of tobacco or nicotine products in any form, including replacement therapy products and prescription medications used to treat smoking addiction, for any anyone hired after January 1, 2014, is prohibited.
- Required to play an active role during the 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.
- Completion of Incident Command System Training 100 and 700 within 90 days of hire.
- Valid State of Ohio driver’s license and insurance on any personal vehicle that will be used for work.

**Preferred Qualifications:**

- Master’s degree in Human Resources Management, Public Administration, or closely related field.
- Project Management Certification.
- Two years of experience in, Benefits and Compensation at a Public Service Agency.
- Familiar with Ohio Revised Code guidelines.
- SHRM Certified.

**Responsibilities include but not limited to:**

- Develops and implements programs and/or projects by setting timelines, objectives, and key results. Develops and updates work plans for projects. Supports agency goals, mission, vision, values, and objectives through the successful execution of projects.
- Supports full lifecycle recruiting process by collaborating with hiring manager to understand departmental needs, sourcing, participating on interview panels, selection of candidates, completing salary analysis for prospective new hires, assists with preparing candidate review packets for review by the Candidate Review Committee, and extending offers. Facilitates portions of New Hire Orientation. Manages, implements, and facilitates portions of training for New Supervisor Orientation. Maintains staffing report.
- Contributes as a working team member on all human resource initiatives and services (benefits, wellness programs, employee relations, internal investigations, gathering information for litigation and hearings, and exit interviews). Provides guidance to supervisors/employees related to personnel policies and protocol. Research federal and state regulations (i.e. Fair Labor Standards Act, American Disability Act, and Equal Employment Opportunity Commission) to assist with addressing personnel matters. Prepares reports on personnel matters. Compiles and composes workforce data and reports.
- Serves as primary contact for Workers’ Compensation, Unemployment, and FMLA.
- Serves as Delegation of Authority in the absence of the Human Resources Senior Manager and assists with other duties as needed.
- Assists with maintaining Decision Band Method (DBM) Classification System for the agency. Determines proper job classifications and research occupational standards. Performs job audits and makes recommendations. May assist with labor market surveys.
- Serves on internal Public Health committees and external campaign committees with Montgomery County.
- Serves as a liaison to community members and/or various services through active participation on committees. May facilitate or participate on and lead internal and/or external meetings and/or presentations related to Human Resources initiatives and/or services.

**PHDMC provides a quality, affordable and competitive healthcare benefits to employees, including the following:**

- Vacation, sick and personal leave, Paid holidays
- Membership with Ohio Public Employees Retirement Systems (OPERS)
- Eligibility to contribute to a Deferred Compensation Program

**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 and resume to Human Resources at: Fax (937) 496-3070  
Public Health – Dayton & Montgomery County [humanresources@phdmc.org](mailto:humanresources@phdmc.org)  
117 South Main Street, 2<sup>nd</sup> Floor, Dayton, Ohio 45422

**Closing Date to Apply:** October 28, 2022, 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

Applicants who do not support and promote Public Health evidence-based and evidence-informed public health practices shall not be considered for a position with Public Health

**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”).**