

CUYAHOGA COUNTY BOARD OF HEALTH

YOUR TRUSTED SOURCE FOR PUBLIC HEALTH INFORMATION

Position: Human Resources Supervisor
Position to be filled: January 9, 2017
Starting Salary: \$53,968 Annually

Reports to: Director of Org Development
Hours: Mon. – Fri., 8:30 a.m. to 4:30 p.m.
Evenings/weekends as needed

Minimum Requirements: Bachelor's degree in Human Resources, Business Administration or related field. Five (5) years of human resource generalist experience with two or more years of supervisory experience. A valid Ohio driver's license with ongoing proof of auto insurance.

Preferred qualifications:

1. SHRM-CP or SHRM-SCP certification.
2. Demonstrated leadership and ability to lead people and obtain results through others.
3. Effective written and oral communication skills.
4. Proficient in Microsoft Office Suite.

Responsibilities:

1. Supervise HR Generalists and other assigned staff performing human resource functions.
2. Implement and monitor initiatives and/or programs that promote diversity within the workforce.
3. Oversees and administers the full-cycle recruitment process, procedures, and orientation of new staff.
4. Leads the evaluation and classification of job positions; assists in the modification of compensation policies.
5. Serves as a liaison between management and employees by handling questions, interpreting and administering policies and procedures; reviews and/or makes recommendations regarding agency-wide HR policies & procedures.
6. Establishes and maintains employee benefit programs; coordinates open enrollment activities.
7. Assist in planning, implementing, and monitoring employee performance; train and coach employees and supervisors.
8. Supervises the creation and maintenance of a comprehensive annual schedule of learning opportunities to include equity, diversity, and inclusion.
9. Other related duties as requested by Director of Organizational Development.
10. Participate as needed or requested in the event of any public health emergency.

Forward pre-employment application to:

Human Resources
Cuyahoga County Board of Health
5550 Venture Drive
Parma, Ohio 44130
Email – hr@ccbh.net

Deadline to Apply: 4:30 p.m. November 28, 2016

Consideration for internal applicants upon written request to Human Resources

Please print and complete the pre-employment application available on our website, www.ccbh.net. Please attach your resume.

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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