

CUYAHOGA COUNTY BOARD OF HEALTH

YOUR TRUSTED SOURCE FOR PUBLIC HEALTH INFORMATION

2 POSITIONS AVAILABLE

Position: Human Resources Generalist

Position to be filled: April 17, 2017

Starting Salary: \$46,991 annually

Reports to: Human Resources Supervisor

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.
- Minimum of three years of Human Resources experience
- Ability to efficiently multi-task on a daily basis.
- Strong knowledge of HR laws, practices and policies.
- Proficiency with use of PC hardware & basic software (i.e. Microsoft office), email, and office equipment (i.e., copier, fax, scanner, telephone, etc.).
- Strong proficiency with Microsoft Excel.
- Strong customer service, verbal & written communication, and presentation skills.
- Strong interpersonal relationship skills including cultural sensitivity & competence.
- Proficiency with creating and maintaining databases/spreadsheets, reports and tables.
- Ability to interpret policy, procedures and employment law.
- Strong attention to detail and accuracy.
- Ability to maintain confidentiality.

Preferred qualification:

- SHRM-CP or SHRM-SCP.

Responsibilities:

Will include, but NOT limited to:

- Conducts full-cycle recruiting activities for all levels of CCBH job vacancies.
- Assists with employee and labor relations activities.
- Assists in the implementation and monitoring of initiatives and/or programs that promote diversity within the agency.
- Provides feedback and guidance to leaders and staff regarding policies, procedures, collective bargaining agreements, and employment laws & regulations.
- Coordinates classification and compensation activities.
- Conducts performance management activities including coaching & feedback discussions, performance evaluation meetings and formal documentation.
- Leads benefit administration, reviews and reconciles statements (i.e. dental, life, FSA, health, etc.).
- Facilitates completion of open enrollment and educates CCBH staff on benefit options.
- Processes transactions affiliated with personnel actions (i.e. leaves of absence, accommodations, promotions, workers compensation, etc.).
- Assists Supervisor with reviewing and developing HR policies and procedures.
- Collaborates with other Cuyahoga County departments for unemployment and workers compensation administration.
- Maintains and updates HR documents and employee files.
- Gathers and organizes documents to satisfy public records requests or other reporting obligations.
- Performs other duties as requested and/or assigned by Supervisor or Director/Deputy Director.
- Participates as requested or needed 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. March 6, 2017

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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