

**Health Manager 3**  
**Human Resources**  
**Metro Public Health Department**  
**Salary:**  
**Application Deadline:**

**Position Description:**

This position will oversee recruitment, workforce development, benefits and employee relations and work closely with the Deputy Director to develop and implement a comprehensive talent management strategy from workforce planning to on-boarding, performance management, employee engagement and succession planning that supports the Department's needs. Additionally, this position will plan, lead, direct, develop, and coordinate the policies, activities, and staff of the Human Resource (HR) division, ensuring legal compliance and implementation of MPHD's mission and strategy needs.

**Typical Duties:**

- Oversees the administration of human resource programs including, but not limited to, compensation, benefits, and leave; disciplinary matters; disputes and investigations; performance and talent management; productivity, recognition, and morale, and training and development.
- Provide day-to-day HR advice and support to management and staff and participate in HR decision making processes at each level.
- Assist with the implementation of process improvements related to recruitment and benefits.
- Manage employee relations issues and presents options and recommendations for resolution.
- Coach directors, supervisors, and managers on performance management and employee development.
- Assist and advise on HR policy interpretation, regulation and application.
- Conduct exit interviews and provide data from exit interviews, analyze trends and identify additional retention opportunities/ initiatives.
- Assist in communication, development and roll-out of human resource programs and policies.
- Collaborates with senior leadership to understand the organization's goals and strategy related to staffing, recruiting, and retention.
- Identifies staffing and recruiting needs; develops and executes best practices for hiring and talent management.
- Conducts research and analysis of organizational trends including review of reports and metrics from the organization's human resource information system (HRIS).
- Monitors and ensures the organization's compliance with MPHD's civil service rules, federal, state, and local employment laws and regulations and recommended best practices; reviews and modifies policies and practices to maintain compliance.
- Maintains knowledge of trends, best practices, regulatory changes, and new technologies in human resources, talent management, and employment law; applies

this knowledge to communicate changes in policy, practice, and resources to upper management.

- Oversees professional development, training, and certification activities for MPHD staff.
- Performs other duties as required.

### **Education & Work History Minimum Requirements:**

- 4 years progressive human resources experience is required.
- 3 years of public administration or supervisory experience required.
- Bachelor's degree in Human Resources, Business Administration, or related field required; Master's degree preferred.
- Experience as an HR Generalist or proven experience in staffing, benefits, workforce development, and HRIS preferred.
- PHR, SPHR, SHRM-CP, or SHRM-SCP certification highly desirable.

### **Knowledge, Skills, Abilities:**

- Ability to interact effectively with individuals and groups at all levels in the organization.
- Skilled at coordinating work of specialized process or function with staff in Human Resources and with other internal departments, as well as others such as vendors and regulating agencies.
- Proven ability to analyze and problem solve in both immediate employee decisions, as well as with more complex issues.
- Make effective written and verbal presentations including training facilitation.
- Experience in developing and implementing new human resource programs.
- Proven ability to manage multiple projects simultaneously.
- Effectively utilize computer and appropriate software and interact as needed with company Information Systems.
- Demonstrable experience with Human Resources metrics
- Experience with and knowledge of HR systems and databases
- Ability to architect strategy along with leadership skills
- Ability to apply excellent active listening, negotiation, and presentation skills.
- Competence to build and effectively manage interpersonal relationships at all levels of the company.
- Skill in applying in-depth knowledge of labor law and HR best practices.
- Ability to apply thorough knowledge of employment legislation and regulations.
- Ability to apply thorough knowledge of human resource management principles and best practices.
- Ability to use a business acumen partnered with attention to the human element.
- Proven knowledge of data analysis and reporting.
- People oriented and results driven using effective and efficient communication and interpersonal skills that contributes to effectively leading and motivating staff.
- Possesses diligent and firm with high ethical standards.