

## **Human Resources Manager**

### **Metro Public Health Department**

**Salary:**

**Application Deadline:**

#### **Position Description:**

This position manages a major division within the Metro Public Health Department and will administer all phases of the HR function including but not limited to overseeing recruitment, workforce development, benefits, and employee relations. The position will report to 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 MPH's mission and strategy needs.

#### **Major Responsibilities:**

- Develops and implements policies and procedures relating to assigned divisions.
- Oversees the administration of human resource programs including, but not limited to, recruiting, training, compensation, benefits, grievances, HR systems administration, EEO compliance, performance management.
- Supervises human resources employees, provides guidance and technical support, and assists employees with difficult and/or unusual assignments.
- Receives general direction and reports to the Deputy Director and is consulted on all extraordinarily complex issues or on matters requiring a change in departmental policy.
- Integrates division objectives with department long- and short-term goals.
- Prepares budget recommendations for assigned divisions.
- Ensures ongoing communication among bureaus, divisions, programs are optimized
- Oversees investigations and recommended solutions for employee grievances.
- Manages development and maintenance of an applicant pool, evaluation, and referral of qualified candidates for hire or promotion for department.
- Coordinates testing and assessment of candidates for open positions.
- Oversees development of and revisions to job descriptions, survey design, administration, analysis of classifications, and development/maintenance of pay plans.
- Reviews recommendations to revise policies and procedures.
- Performs special projects as assigned.
- Serves as an internal HR management to solve complex issues and provides technical assistance in HR functional areas to ensure consistency and equity in policy and practice.
- Handles controversial and/or complex HR projects; makes assessment of issue(s) or problem area(s), determines how the project/study will be conducted, defines the scope of work, develops the methodology for the collection of relevant data, and assembles and designates data into meaningful formats to facilitate data analysis.

- Counsels managers, supervisors, and line employees regarding employment-related policies, procedures, rules, laws, and regulations; advises supervisors and managers on appropriate supervisory practices; explains departmental decisions on human resources-related matters; analyzes operational problems and develops solutions; recommends and interprets human resources policies to meet departmental goals; writes procedures to implement departmental policies and strategies; may review departmental hiring decisions for compliance with policies and procedures; develops, coordinates, and may conduct mandated and other training programs.
- Responds to inquiries or issues requiring an interpretation of Civil Service rules or policies; responds to EEOC charges, applying a working knowledge of basic principles of EEO and other employment laws when responding to employee relations issues; investigates claims of discrimination and harassment; prepares reports of findings and makes recommendations for action; investigates employee complaints and formal grievances.
- Provides analytical support for a wide range of compensation projects; conducts statistical analysis and costing of pay plan issues and/or modifications; analyzes data from relevant compensation surveys; reviews requests for new or revised classifications to determine appropriate salary grade; coordinates and conducts job evaluations and compensation reviews to determine market pricing or resolve internal equity issues.
- 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.
- 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.
- Assist and advise on HR policy interpretation, regulation and application.
- Oversees professional development, training, and certification activities for MPHD staff.
- Performs other duties as required.

**Education & Work History Minimum Requirements:**

- Bachelor's Degree from an accredited college or university and four years of professional HR experience.
- Experience as an HR Generalist or proven experience in staffing, benefits, workforce development, and HRIS preferred.
- PHR, SPHR, SHRM-CP, or SHRM-SCP certification preferred.

**Performance Standards:**

- Thorough knowledge of Metro Civil Service or Benefit Board provisions, Charter requirements, and related practices and procedures.
- Thorough knowledge of human resources principles or benefit administration practices, laws, regulations, and trends.
- Knowledge of management principles and practices.
- Knowledge of budgeting procedures.
- Skill in problem-solving, conflict resolution, and decision making
- Skill in interpreting, explaining, and applying pertinent laws, rules, regulations, policies, guidelines
- Ability to plan, organize, and coordinate activities of employees and/or programs and services.
- Ability to analyze problems, consider options, formulate strategies, and make practical recommendations.
- Ability to maintain confidential and sensitive information.
- Ability to conduct effective studies, surveys, and analyses.
- Ability to communicate ideas effectively, both orally and in writing.
- Ability to implement program changes in an effective manner.
- Ability to establish and administer a comprehensive HR program.
- Ability to draw conclusions from large amounts of data.
- Ability to comprehend abstract concepts and to apply them to work situations.
- Ability to coordinate multiple operating systems into a functioning whole.
- Ability to deal courteously with the public.
- Ability to establish and maintain effective working relationships.