



Public Health
Prevent. Promote. Protect.
Greene County

Greene County Public Health

Melissa Howell, MS, MBA, MPH, RN, RS, Health Commissioner
Kevin L. Sharrett, MD, Medical Director

HUMAN RESOURCE GENERALIST

Department: Administration
Type: Full time (35 hours/week), hourly, non- exempt
Date Posted: Tuesday, May 3, 2021
Rate: \$1,799.03 - \$2,896.72/bi-weekly
Application Deadline: Tuesday, May 17, 2021
Probationary Period: 180 days

Job Duties:

Successful candidate will provide human resources program and related activities, including recruitment and selection, payroll processing through Easy Clocking, benefits administration, leave management, performance appraisals, employee relations, discipline, position descriptions, pay classifications, orientation, and workforce development. All health district team members have an emergency response role and may be expected to respond to threats to the public's health in accordance with the Greene County Public Health Emergency Response Plan.

Minimum Qualifications:

Minimum three to five years' experience in human resources. SHRM or PHR preferred. Master's degree and one-year human resource generalist experience may be considered in lieu of three to five years' experience. Microsoft Office 365 including Outlook, Word, Excel, and PowerPoint and valid driver's license required.

Work Schedule:

Monday through Friday 8:00 a.m. – 4:00 p.m., with one-hour unpaid lunch. Hours, days, and times may vary based on work requirements.

Benefits:

Greene County Public Health offers vacation, holidays, personal leave, sick leave, tuition reimbursement, EyeMed vision, United HealthCare dental, life and medical, Ohio Public Employees Retirement System (OPERS), County Commissioners Association of Ohio Deferred Compensation and Ohio Deferred Compensation.

Contact Information:

For general questions regarding the position, please contact:

360 Wilson Drive • Xenia, Ohio 45385
(937) 374-5600 • toll free (866) 858-3588 • Fax (937) 374-5675
www.gcph.info



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Susan Martin, Executive Assistant
(937) 374-5631
smartin@gcph.info

To be considered for this position, please submit application, or resume and cover letter by 4 p.m., Tuesday, May 17, 2021, to:

- Health Commissioner
- Greene County Public Health
- 360 Wilson Drive
- Xenia, Ohio 45385
- smartin@gcph.info
- (937) 374-5699 fax

Additional Information:

Applicants will be selected for interviews based on qualifications and the quality of resumes and cover letters. Successful applicants must complete a criminal background check.