

Job Opening

Date: May 28, 2019

To: Internal/External Applicants

From: Pam Thomas, HR

Re: Job Opening for HR Programs Manager, Human Resources Division

Qualified applicants are encouraged to apply for the HR Programs Manager position currently open in the Human Resource Division. June 11, 2019, marks the closing date.

Paygrade 28 with a hiring range of \$53,255 - \$65,266.

Under minimal supervision, independently performs professional duties in the MSD Human Resource Division. Work involves writing, developing & administering personnel policies and procedures; ensures adherence to applicable state and federal laws and regulation. Plans and executes multiple employee relations activities throughout the year. Employee is responsible for organization wide recruiting and uses radio, internet and print media; new employee orientation, analyzing and administration of compensation & classification plans, coordinating employee training. Independent judgment and initiative are required in completing work assignments. Tact, courtesy, confidentiality and firmness are required in all dealings with employees, consultants, and the general public. Reports to the HR Director.

Bachelor's degree in Human Resources, personnel administration, public administration, business or a related field, and 3 - 5 years of experience in personnel-related programs, along with additional HR legal training; or any equivalent combination of training and experience which provides the required knowledge, skills and abilities. PHR, IPMA-CP, or SHRM-CP Certification in Human Resources is preferred.

Interested candidates will find more information at our website: www.msdbc.org

Submit resumes to pthomas@msdbc.org

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