

Job Opening

Date: 1/7/2026

To: Internal/External Applicants

From: Derrick Swing, HR

Re: Job Opening for Human Resource Program Manager, Human Resources Division

Qualified applicants are encouraged to apply for the Human Resource Program Manager position currently open in the Human Resources Division.

This position will remain open until 1/30/26 or until filled.

Salary depends on qualifications and experience.

Hiring range \$66,649.14 (Min) to \$81,678.32 (Mid)

GENERAL STATEMENT OF DUTIES

Under minimal supervision, independently performs professional duties in the MSD Human Resource Division, supporting 150 employees. Work involves writing, developing & administering personnel policies and procedures and ensuring adherence to applicable state and federal laws and regulations. Plans and executes multiple employee relations activities throughout the year. Employee is responsible for organization-wide recruiting; new employee orientation, analyzing and administering compensation & classification plans, managing the FMLA process, and coordinating employee training. Independent judgment and initiative are required in completing work assignments. This employee is also the head of the Wellness Committee and leads all Wellness events. The ideal candidate will be comfortable with public speaking, as they are required to lead employee engagement events as well as give presentations to the MSD Personnel Board. Tact, courtesy, confidentiality, and firmness are required in all dealings with employees, consultants, and the general public. Reports to the HR Director.

MINIMUM TRAINING AND EXPERIENCE

- Bachelor's degree in Human Resources, personnel administration, public administration, business or a related field, and 5 - 10 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.
- NC Driver's License

PREFERRED CERTIFICATIONS

- SHRM Certification
- IPMA-CP Certification in Human Resources

Interested candidates can apply online at <https://www.msdbc.org/careers.php>. **Please note that all applicants will be required to submit a resume in addition to an application.**

MSDBC is an Equal Opportunity Employer.