



POSITION AVAILABLE:

HR Generalist

POSTING DATE: Tuesday, November 09, 2021
DEADLINE TO APPLY: Open Until Filled
(Review of applications will begin immediately)

DEPARTMENT: Human Resources Department
LOCATION: Ravenna, OH

SALARY: \$22.50 - \$27.91/hr
CORE WORKING HOURS: Monday - Friday, 8:00 am - 4:30 pm
FLSA STATUS: Classified, non-exempt

JOB OBJECTIVES:

Incumbent manages the recruitment process and onboarding process. Incumbent is responsible for determining the training needs of the Board of Commissioners' (BOC) Departments programs, facilitating training and evaluating training. This position provides administrative support to the Human Resources department on all personnel matters, benefit matters and county policies, procedures and documentation. Functions as a liaison between the Human Resources Department and other Board of Commissioners' departments and Elected Officials.

MINIMUM QUALIFICATIONS:

Associates Degree in Human Resources, Public or Business Administration, or other related field and a minimum of 3 years of progressive responsibility/experience in human resources operations. Bachelor's degree preferred. SHRM or HRCI certification preferred. Experience in training and curriculum development preferred as well as experience with health benefits. Experience in HRIS preferred. Must possess a valid Ohio driver's license and maintain continuing eligibility under the existing County driver eligibility standards.

EXAMPLE OF DUTIES:

- Manage all phases of the recruiting process including preparing and advertising job vacancies, accepting and reviewing employment applications, checking references and conducting background checks as required, scheduling pre-employment physicals and drug screens, and making job offers and preparing communications regarding job offers or rejection.
- Facilitate new hire onboarding and process paperwork.
- Develop policies, procedures, programs and continual education support materials to meet training and development needs. Implement and facilitate training programs for the BOC departments. Evaluate training progress. Create and update training curriculum.
- Serve as primary point person for inquiries from current and former employees, job applicants, other county departments and public.
- Serve as liaison between county departments and human resources department as assigned; investigate and provide advice regarding employee relations concerns to employees and departments.
- Represent county at job fairs and community outreach activities.
- Assist the Employee Benefits Specialist as needed.
- Assist with Labor Negotiations as needed.

For full job description, click [HERE](#).

HOW TO APPLY:

- **THE COUNTY APPLICATION FORM IS REQUIRED** WHEN APPLYING FOR THIS POSITION.
- APPLICATIONS CAN BE DOWNLOADED FROM THE COUNTY WEBSITE: <https://www.portagecounty-oh.gov/human-resources/pages/job-opportunities>
- APPLICATIONS, RESUMES & COVER LETTERS CAN BE FAXED, EMAILED OR MAILED:

PORTAGE COUNTY HUMAN RESOURCES
449 S. MERIDIAN STREET, 7th Floor
RAVENNA, OHIO 44266
EMAIL: HRD@PORTAGECO.COM / FAX: 330-298-4225

PORTAGE COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER (EOE)