

JOB POSTING PERSONNEL OFFICER

Summary of Duties:

Personnel Files and Management-Maintain, update and revise personnel files and policies, including but not limited to, job descriptions, evaluations and compatibility with liability insurance requirements agency wide. Governing Entity Monthly Meetings-Perform and manage all secretarial duties with respect to the governing entity monthly meetings. Including, but not limited to, agenda, dates, times, communication, resolutions, packets, minutes and record keeping. Arrange annual District Advisory Council meeting. Workforce Assurance-Oversee the hiring process for new employees, including but not limited to, advertising, interviews, orientation, benefits, agency identification, letters to hires and non-hires. Manage and maintain the new employee curriculum and checklist. Responsible for inventory of furniture and equipment, public records, record retention, telephone setup, computer and building maintenance, incoming/outgoing mail, liability insurance. Assists in development of agency materials, policies, and programs. Assist Health Commissioner with scheduling meetings, all forms of communication, and correspondence. Other duties as assigned.

Minimum Qualifications:

Four-year degree in Human Resources or equivalent preferred. Knowledge of civil service laws and procedures. Knowledge of personnel policies, procedures, workers compensation, unemployment compensation, social security, disability insurance, public employee retirement system. Skilled in typing, computer applications (Word, Excel, Outlook, PDF documents). Excellent organizational skills, accurate communications and public relations.

Pay Rate

Salary Range is \$20.88-\$24.00 per hour.

Hours per Week:

Full-time 40.00 hours per week.

Posting period:

Until September 28, 2018

Please send cover letter and resume to:

Joseph J. Diorio, MPH, MS, RS
Health Commissioner
Portage County Health District
705 Oakwood Street, 2nd Flr
Ravenna, OH 44266

Or

dfiling@portageco.com