

Immediate Opportunity at the OHIO MEANS JOBS Center in Canton

POSITION: Human Resources Generalist

STATUS: Regular, Full-Time, Exempt

WORK LOCATIONS: 100% In-Person; Primary-Canton OH; Secondary-New Philadelphia OH

POSTING DATE: July 2023

WHAT WE'RE LOOKING FOR:

We are currently looking to bring on a talented and experienced human resources leader to help us build a new HR department to support our staff of 35 people. The internal job title for this position will be HR Manager. Non-dedicated administrative support is available to help with routine tasks.

WHAT WE OFFER:

- Participation in the Ohio Public Employees Retirement System (OPERS).
- Full-time staff have access to comprehensive medical, dental, and vision benefits; competitive sick/vacation leave; and company paid life insurance.
- Standard full-time work week of 37.5 hours; however, for well-experienced candidates who are seeking scheduling flexibility, we are open to considering a mutually beneficial arrangement that would exchange a reduced work schedule for proportionate reductions in compensation and benefits.
- Compensation \$50,000 - \$75,000 commensurate with experience.

WHO IS WORKFORCE INITIATIVE ASSOCIATION (WIA):

WIA's mission is to provide workforce development programs that serve area businesses and prepare adults and youth for worthwhile and sustainable employment, especially recognizing those economically disadvantaged individuals and others in special need, through the US Department of Labor's Workforce Innovation & Opportunity Act federally funded programs.

WIA also operates the OhioMeansJobs Centers in Stark and Tuscarawas Counties; a partnership of community organizations providing employment, training, and education resources. The centers are located in Canton and New Philadelphia.

WIA staff fulfill roles that directly assist job seeker and business customers with their workforce needs.

POSITION SUMMARY:

The HR Manager will lead WIA's human resources functions supporting its employees and the organization in all phases of the employee life cycle - from recruiting and onboarding through offboarding. These functions include: talent acquisition (recruiting,

hiring, onboarding); performance management; administration of benefits and leaves of absence; planning and administering staff training, development, and engagement; HRIS administration; enforcing company policies and practices; and offboarding. The HR Manager acts as liaison and advisor to the organization's leadership and facilitates initiatives across the organization.

SPECIFIC DUTIES & RESPONSIBILITIES:

- Ensures a positive and professionally fulfilling work environment for all organization employees.
- Maintains compliance with federal, state, and local employment laws and regulations; recommends best practices; reviews policies and practices to maintain compliance (FMLA, ADA, WC, etc.); and maintains related records.
- Manages the talent acquisition process including drafting and maintaining job descriptions/postings, advertising open positions, screening candidates, scheduling interviews, coordinating the offer process, and managing the onboarding and orientation of new hires.
- Assesses personnel policies, programs, and procedures, and informs employee and management personnel on the interpretation of them. Leads the drafting and publication of the employee policy manual.
- Coordinates with benefit partners and manages all benefits administration, enrolling new hires, handling the open enrollment process, and communicating specifics to staff.
- Promotes diversity and inclusion through initiatives and activities among staff, customers, and community.
- Directs the organization's performance management and evaluation initiatives.
- Guides employee relations and provides coaching and communications strategies to managers, supervisors, and staff.
- Oversees employee disciplinary meetings, terminations, and investigations.
- Serves as the organization Equal Employment Opportunity (EEO) Officer.
- Performs any such duties and tasks consistent with the nature of this position and goals of the organization.

QUALIFICATIONS:

- Bachelor's degree from an accredited college or university in Human Resources, Business Administration, or related field required.

- Three to five years of human resources generalist experience.
- SHRM-CP or SHRM-SCP a plus.
- Ability to communicate effectively in written and oral form, including the ability to speak and make presentations to diverse audiences.
- Skilled in using tact, discretion, initiative, independent judgement, and ability to maintain a high level of confidentiality.
- Excellent interpersonal, counseling, and coaching skills.
- Self-starter mind-set with desire to innovate and own their work for organizational and professional achievement.
- Proficient with Microsoft Office Suite; familiarity with Paylocity or other HRIS systems preferred.
- Valid Ohio driver's license.

HOW TO APPLY:

Please apply via our posting on Indeed using the link below.

<https://recruiting.paylocity.com/recruiting/jobs/All/d3d61232-47f0-4c78-965a-df20ed0a85e0/Workforce-Initiative-Association>