



**Position: Director of Human Resource**  
**Assignment Location: 635 N. Erie St. Toledo, OH**

This position develops policy and directs and coordinates human resources activities, such as employment compensation, labor relations, training, benefits, compliance with all labor laws and regulations, and employee services. Responsible for overall workforce development activities.

**Basic Qualifications:**

- Bachelor’s Degree in a related field from an accredited college plus 3-years' experience in HR
- 2 years' experience with labor unions
- Excellent written and verbal communication skills
- Ability to solve problems and/or concerns regarding employee relations
- Ability to respond effectively to sensitive inquiries and/or information
- Valid driver’s license and reliable transportation

**Preferred Qualifications:**

- PHR/SPHR Certification preferred
- Master’s Degree in Human Resources preferred
- 5 or more years' experience with labor unions

**Responsibilities:**

Writes directives advising department managers of policies and procedures regarding equal employment opportunities, compensation, employee benefits and union contracts
Consults legal counsel, when necessary, to ensure that policies comply with federal and state laws and union guidelines
Oversees the analysis, maintenance, and communication of records required by law, local governing bodies, or other departments in the organization
Identifies legal requirements and government reporting regulations affecting human resources functions and ensures policies, procedures and reporting are in compliance.
Assists in recruiting, interviewing, testing (if necessary) and selection of employees to fill vacant positions
Plans and conducts new employee orientation to foster positive attitude toward organizational goals
Keeps confidential records of benefit plan participation such as insurance and pension plans, personnel records such as hires, transfers, promotions and terminations, and employee statistics for government reporting
Coordinates management training in interviewing, hiring, terminations, promotions, performance reviews, safety and sexual harassment
Advises management in appropriate resolution of employee relations issues
Investigates on the job accidents and prepares reports for Worker’s Compensation claims
Administers the performance reviews to ensure effectiveness, compliance and equity within the organization
Administers the benefit programs such as life, health, dental, vision and pension plans, vacation/PTO/sick time, leaves of absences and employee assistance
Maintains the work structure by updating job requirements and job descriptions for all positions
Prepares employee separation notices and related documentation, and conducts exit interviews to determine reasons behind separations

**Other Duties & Responsibilities:** Responds to inquiries regarding policies, procedures and programs; Prepares budget of human resources operations; Prepares reports and recommends procedures to reduce absenteeism and

turnover; Represents the organization at personnel-related hearings and investigations; Contracts with outside suppliers to provide outside employee services such as temporary agencies; Maintains professional and technical knowledge by attending educational workshops; reviewing professional publications; establishing personal networks and participating in professional services; other duties as assigned.

**Please email or mail cover letter and resume to:**

Email: [TLCHDresumes@co.lucas.oh.us](mailto:TLCHDresumes@co.lucas.oh.us)

Toledo-Lucas County Health Department

Attn: Human Resources

635 N. Erie Street

Toledo, Ohio 43604

**The Toledo-Lucas County Health Department is an Equal Opportunity Employer. The Department operates in accordance with Title VII of the Civil Rights Act of 1964.**