

Wood County Health Department

Position Title	Personnel and Compliance Officer		Service	Unclassified
Positions Supervised	Provides professional oversight of the Recruitment and Development Coordinator			
Agency Unit	Office of the Health Commissioner	Reports to	Deputy Health Commissioner	
Employment Status	Full-Time	Pay Range	\$34.01-\$47.60/hr., commensurate with experience	FLSA Status Exempt

Position Summary: As a member of the agency’s Leadership Team, the Personnel and Compliance Officer oversees the employment functions of the Wood County Health Department and facilitates initiatives to advance workforce development and employee engagement. The Personnel and Compliance Officer ensures that the agency maintains effective policies to comply with federal, state, and local regulations and supports agency managers to ensure consistent implementation of those policies. The Personnel and Compliance Officer facilitates the agency’s benefits and interfaces with HR professionals across county government.

- Essential Duties:** Essential duties are grouped into five (5), primary areas: Professional Oversight, Policies, Compliance, Personnel, and Engagement
- Professional Oversight
 - Manages and coordinates organizational activities related to human resources;
 - Provides professional oversight for employment functions including hiring, onboarding, benefits, compensation, employee relations, organizational development, training, and performance management of staff;
 - Provides professional oversight of the Recruitment and Development Coordinator;
 - Attends and participates in Board of Health meetings, including the Personnel Committee;
 - Represents the Health Department at HR-related meetings;
 - Policies
 - Maintains and conducts agencywide training on the agency’s Employee Handbook and related personnel policies;
 - Trains and supports agency managers to ensure consistent application of policies;
 - Recommends and develops policies and implements approved programs, in accordance governmental laws and regulations;
 - Facilitates implementation of the agency’s personnel policies, including Workers’ Compensation, Drug-Free Workplace, FMLA, and employee benefits;
 - Compliance
 - Provides guidance on all compliance matters and ensures consistent application of applicable regulations;
 - Responsible for monitoring, implementing and certifying regulatory HR compliance policies, practices and procedures;
 - Regularly performs internal audits and spot checks on a wide variety of employment and benefits-related systems to ensure consistency and data requirements are being followed appropriately;
 - Identifies federal, state and local legal requirements and submits reports to comply with and government-reporting regulations;
 - Maintains personnel records;
 - Maintains applicable documentation and submits reports for employee benefits, FMLA, workers’ compensation, and other similar programs;

- Prepares and delivers compliance-based communications and training to employees;
- Personnel
 - Serves at the agency's EEO Officer;
 - Provides counsel to agency Leadership and the Board of Health regarding personnel issues;
 - Receives and acts upon incident reports and employee grievances;
 - Conducts employee-related investigations, as appropriate;
 - Supports employee evaluations;
 - Conducts employee exit interviews;
 - Handles sensitive employee information in a discreet manner;
 - Supports referrals to the Employee Assistance Program(s), as needed;
 - Advises on and maintains the organizational chart of the Health Department;
- Engagement
 - Facilitates the agency's employee engagement survey and related initiatives;
 - Reviews the results of surveys and assessments to identify workforce development initiatives that support employee retention;
 - Reviews quality improvement initiatives to ensure employees have the tools and resources to effectively participate in them;
 - Fosters efforts to promote a culture of ownership, accountability, innovation, investment, support and development.

Miscellaneous duties include the following:

- Assists agency and community in preparing for, responding to, withstanding and recovering from public health emergencies;
- The ability to drive to off-site locations, as required;
- Observes confidentiality of client and agency information;
- Complies with the policies and procedures of the Wood County Health Department, including the Motor vehicle and equipment policies;
- Adheres to both federal and state civil rights and anti-discrimination laws;
- Engages in personal career growth and development activities;
- Regular and punctual attendance;
- Other duties as assigned.

**Minimum
Qualifications:**

Qualified employees shall possess the following:

- Bachelor's degree (Master's preferred) in Human Resources, Business Administration, Regulatory Affairs, Psychology, or related field;
- At least five years' experience in HR or a regulatory/compliance field; experience in governmental HR preferred but not required;
- Expert knowledge of human resources laws, legislation and regulations;
- Current SHRM-CP certification or ability to obtain within 6 months of hire;
- Excellent planning, problem-solving, and collaboration skills;
- Superb analytical and decision-making skills;
- Excellent written and oral communication skills;
- Collaborative and supportive mindset;
- Public Health knowledge preferred but not required;
- Valid Ohio driver's license;
- Proof of automobile insurance;
- The ability to successfully pass a background check.

Work**Environment:**

The Personnel and Compliance Officer requires an employee to:

- travel to off-site locations;
- work a general schedule of 8:30 a.m. to 4:30 p.m., although a flexible schedule may be required, including evening, weekends and holidays;
- respond to emergency calls;
- lift, climb, bend, twist, kneel, squat, stand, push, roll and support up to 55 pounds;
- sit, stand, stoop and/or walk;
- grasp with manual dexterity;
- manipulate a keyboard and other technology
- have the ability to operate a motor vehicle.