

INTERNAL/EXTERNAL POSTING



POSITION OPENING

Human Resources Supervisor

(Echols Location)

VACANT POSITION AVAILABLE: Human Resources Supervisor

MINIMUM REQUIREMENTS: Master's Degree in Human Resources Management or related field preferred. Bachelor's Degree in Human Resources Management or related field required. PHR/SPHR certification preferred. A minimum of three years of supervisory experience in public or private personnel management is required. Knowledge of employment laws and experience in benefits administration required. Must possess strong verbal and written communication skills. Proficient in the use of Microsoft Office and HR/PR software. A valid driver's license and automobile insurance are required.

SUMMARY OF RESPONSIBILITY: Responsible for all Human Resources job functions including administration, development, and review of Personnel Policies and procedures. Administers an effective recruitment program to include the coordination of the recruiting process, the processing of applications, interviewing, the selection process and onboarding. Responsible for employee disciplinary processes, including internal investigations. Serves as the agency representative at personnel related legal hearings. Assures compliance with local, state and federal employment laws. Consults with legal counsel as appropriate. Responsible for the administration and review of clinical credentialing and privileging. Responsible for the maintenance of data collection and reports related to personnel functions. Responsible for benefit administration, compensation systems, monitoring of the TBHS performance-based pay system, and providing oversight regarding the management of the payroll system for HR and benefits related items. Provides supervision to Human Resources staff. Provides training to staff on Human Resources and policy issues. Serves as the FOIA Coordinator and the ADA Coordinator. Participates in meetings and workgroups as assigned. Demonstrates knowledge of and actively supports culturally competent, recovery-based practices.

POSITION TYPE: Full-time; Hourly

RATE OF PAY: \$25.22 - \$30.94 per hour (salary based on Bachelor's Degree)

\$30.69 - \$36.93 per hour (salary based on Master's Degree)

IF INTERESTED: Submit resume and letter of application to: HR/Administrative Assistant, c/o: Tuscola Behavioral Health Systems, 323 N. State St, Caro, MI 48723; www.tbhsonline.com; EOE

APPLY ONLINE:



APPLICATION DEADLINE: Open until position is filled.

POSTED: February 5, 2024