



Northeast District Department of Health

69 South Main Street, Unit 4, Brooklyn, CT 06234
Phone 860-774-7350 / Fax 860-774-1308 / www.nddh.org

HUMAN RESOURCES AND PERFORMANCE MANAGEMENT PROFESSIONAL JOB DESCRIPTION

RESPONSIBILITIES: This position supports all NDDH activities by implementing systems to ensure a strong and capable workforce delivering excellent public health services.

- Support the development and implementation of HR initiatives and systems including payroll
- Provide counseling on policies and procedures
- Be actively involved in recruitment by preparing job descriptions, posting ads and managing the hiring process
- Create and implement effective onboarding and other training and development programs
- Assist in performance management processes
- Support the management of disciplinary and grievance issues
- Maintain employee records according to policy and legal requirements
- Review employment and working conditions to ensure legal compliance
- Other duties as assigned.

REPORTS TO: Director of Health

REQUIREMENTS:

- Proven experience as HR officer, administrator or other HR position
- Knowledge of HR functions (pay & benefits, recruitment, training & development etc.)
- Understanding of labor laws and disciplinary procedures
- Proficient in MS Office; knowledge of HRMS is a plus
- Outstanding organizational and time-management abilities
- Excellent communication and interpersonal skills
- Problem-solving and decision-making aptitude
- Strong ethics and reliability
- Bachelor Degree required or relevant field experience; further training will be a plus

PHYSICAL DEMANDS AND REQUIREMENTS OF THE POSITION INCLUDE: Engage in the following movements: climbing, balancing, stooping, kneeling, crouching, reaching, standing, walking, lifting, grasping, feeling, writing and repetitive motions. Exert up to 30 pounds of force occasionally, and/or a negligible amount of force constantly to move objects. Hearing ability sufficient to communicate effectively in person and over the phone. Visual ability sufficient to read typewritten documents, computer screen and to drive a car.

WORKING CONDITIONS: General office setting.

EQUIPMENT USED TO PERFORM ESSENTIAL FUNCTIONS MAY INCLUDE BUT IS NOT LIMITED TO: Computer, FAX, copier/scanner, typewriter, vehicle, staplers, hole punch, scissors, stamp machines, and office equipment.

*The Northeast District Department of Health is an Affirmative Action/ Equal Opportunity Employer.
Pre-Employment Motor Vehicle Record release is required.*