

**CINCINNATI METROPOLITAN HOUSING AUTHORITY
JOB POSTING**

JOB TITLE: HUMAN RESOURCES GENERALIST	
MINIMUM SALARY: NEGOTIABLE	
DEPARTMENT: HUMAN RESOURCES	SECTION: HUMAN RESOURCES
HOURS OF WORK: PART-TIME	BARGAINING UNIT: EXEMPT
POSTING DATE: August 4, 2009	APPLICATION DEADLINE: Until position is filled.

SUBMIT APPLICATIONS TO: Department of Human Resources
Cincinnati Metropolitan Housing Authority
16 West Central Parkway
Cincinnati, Ohio 45202

SUMMARY: The incumbent is responsible for assisting the Department Manager with the efficient and effective management and implementation of all Human Resources functions.

ESSENTIAL FUNCTIONS: include, but are not necessarily limited to:

- Assist with labor relations matters; compile data and reports to be used in labor negotiations; Assist with labor and employee relations matters;
- Participate in training and safety programs in context of compliance with government regulations. This includes conducting the safety committee meetings.
- Assist with the administration of the company's employee benefits programs (family medical leave, health/dental/vision/life insurance and retirement plans, unemployment, tuition advancement program; coordinate the sick leave bonus program, etc.) this includes claims resolution, change reporting, approving invoices for payment, annual re-evaluation of policies for cost effectiveness;
- Assist with the recruitment process; recruit, interview, and screen job candidates to fill available company openings by visiting college campuses, consulting with search firms and placement agencies, and contacts within the larger community; check credentials and references, and schedule follow-up interviews with company supervisors, managers and directors; supervise interviewing, testing, and hiring processes to ensure adherence to all equal employment opportunity (EEO) legislation, the Americans with Disabilities Act (ADA), and other government compliance requirements; assist with establishing strategies that seek to increase retention rates and foster employee job satisfaction and high morale;
- Assist with investigations of sexual harassment and employment discrimination complaints;
- Prepare reports and correspondence, including confidential information pertaining to employees;
- Assist with all aspects of Workers' Compensation.
- Prepare reports and correspondence, including confidential information pertaining to employees; and
- Perform additional duties as assigned.

MINIMUM QUALIFICATIONS:

- Bachelor's Degree in Human Resources, Business Management or a related field, or equivalent work experience;
- Experience in labor relations and organizational development;
- Demonstrated knowledge of human resources policies and procedures, and more importantly their

application in the day-to-day working environment;

- Demonstrated ability to maintain the highly confidential nature of human resources work;
- Working knowledge of the Workers' Compensation Act and corresponding administrative rules and regulations;
- Working knowledge of the Family Medical Leave Act and corresponding administrative rules and regulations;
- Working knowledge of the statutes and regulations relating to unemployment compensation;
- Thorough knowledge of equal employment opportunity laws, ADA, and other government compliance regulations that affect job recruitment;
- Excellent written and verbal communication skills;
- Excellent analytical and organizational skills; and
- Demonstrated advanced proficiency in computerized business applications, including but not limited to Word, Excel, and Ceridian.

PREFERRED QUALIFICATIONS:

- PHR/SPHR certification.

OTHER: The incumbent must possess and maintain a valid driver's license in state of residence, and maintain an insurable driving record under the terms and conditions of the CMHA auto liability policy. The candidate may have no more than 4 accumulated points in 3 consecutive years.

Note: As a condition of employment at CMHA, you must agree to and pass a drug screen test, criminal background check, and motor vehicle check.

Equal Opportunity Employer/ Equal Housing Opportunities