



LEXINGTON-FAYETTE COUNTY HEALTH DEPARTMENT • HELPING LEXINGTON BE WELL • THIS IS PUBLIC HEALTH

Job Opportunities 8-28-2020

LFCHD offers excellent competitive benefits package, good work-life balance due to rare evenings/weekend or on-call requirements, tuition reimbursement program, and referral bonus award.

CLICK HERE for Mission, Vision, and Values: www.lexingtonhealthdepartment.org/about-us/

CLICK HERE for Benefits: <http://lexingtonhealthdepartment.org/wp-content/uploads/2018/01/Employee-Benefits-Summary-2018.pdf>

SCROLL DOWN FOR INDIVIDUAL JOB DETAILS AND VISIT THE LFCHD WEBSITE

Job Title/Job #:	<p>Human Resources Officer</p> <p><i>External applications accepted thru September 15 , 2020.</i></p> <p>Full-time, 40.0 hours per week (Job 2897)</p> <p>The is a competitive position posting – internal and external candidates successfully received by September 15 deadline will be given preference and considered together on the same certified list of eligible candidates.</p>
Department:	Administration – Human Resources
Status/Pay:	Salary Grade 10, exempt, pay range \$34.40 per hour (\$2,752.00 biweekly) to \$43.00 per hour (\$3,440.00 biweekly); Pay may commensurate with education and experience
Reports To:	Commissioner of Health
Summary Description:	<p>This is a non-merit executive leadership position . The Human Resources Officer (HRO) is responsible for direction and coordination of Human Resources (HR) functions of the Lexington-Fayette County Health Department (LFCHD) in accordance with policies and practices, the ethical and social consciences of business and society, and the laws, regulations, and administrative rulings of governmental organizations and other regulatory and advisory authorities and organizations. This position involves administering HR policies, programs and practices including planning, organizing, developing, implementing, coordinating, directing, and assessing.</p> <p>Mainly responsible for LFCHD HR activities including resource planning, payroll, recruitment and staffing, salary administration and classification, training and development, benefits administration, merit system administration, employee relations, and performance management to support achievement of LFCHD business objectives and mission; develop and implement staffing strategies; oversee the development, implementation, and administration of progressive and proactive compensation and benefits programs; oversee payroll functions; administer the LFCHD merit system and classification plans and provide administrative support and guidance to the LFCHD Merit Council.</p> <p>Additionally, develop, revise, implement and enforce HR policies and procedures; maintain HR section on the employee intranet; promote and expand staff and supervisor training programs; serve as officer liaison for the Employee Equity and Diversity Committee (EEDC) and support ongoing efforts to promote equity in LFCHD culture.</p>
Summary Requirements:	<p>Master’s degree in Human Resources Management, Organizational Development, or related Personnel/Human Resources field preferred, with eight or more years of broad-based experience OR Bachelor’s degree with ten years or more broad-based experience. SPHR or equivalent certification preferred. Five or more years of supervisory experience.</p> <p>Background check.</p>

LFCHD is an Equal Opportunity Employer. We offer a competitive benefits package to full-time and part-time employees that includes medical, dental, life, disability, tuition reimbursement, paid vacation, paid sick, 11 paid holidays per year, participation in Kentucky Retirement Systems pension plan and Deferred Compensation plans (401K/457/IRA). To apply for open positions, please visit our website and select *Job Search*. Website link: www.lfchd.org. Applications are accepted for 30 days unless otherwise noted.

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