

Human Resources and Workforce Development Coordinator

Position Summary:

The Workforce Development Coordinator is responsible for ensuring that the department has the diverse and skilled public health workforce needed to carry out the department's vision, mission, and goals and provide the 10 Essential Public Health Services. The Coordinator is responsible for performing department human-resources management and workforce development.

Essential Duties:

Human Resources

- Manages health department daily human resources functions, including:
 - Developing and implementing department human resources policies and procedures that are consistent with local policies.
 - Facilitating the recruitment and hiring of a qualified and diverse health department workforce.
 - Coordinating internal onboarding.
 - Maintaining a library of accurate, current, and standardized department job description.
 - Managing employee performance reviews.
 - Managing regular assessment of employee satisfaction and engagement.
 - Ensuring the development of individualized professional development plans.
 - Maintaining confidentiality of personnel records and agency matters.
 - Handling employment-related inquiries from applicants, employees, and supervisors, referring complex and/or sensitive matters to leadership.
 - Tracking staff training and certifications.
 - Tracking initial and ongoing background checks and employee eligibility verifications.
 - Maintaining current and accurate department organization chart.
- Serves as the department's primary point of contact with the local government Human Resources department to ensure Health department compliance with local policies and processes including:
 - Employment offers and hiring processes.
 - Onboarding processes.
 - Employee benefits, compensation, and leave.
 - Tracking employee's leave.
 - Other government human resources policies and procedures.
- Ensures human resource metrics are aligned with the department metrics.
- Ensures that the department is in conformity with workforce related accreditation standards and measures (as set forth in Domain 8 of the PHAB Standards and Measures).
- Meets regularly and collaborates with division administrators and government human resources team members.
- Serves as health department human resources liaison with the state department of health, providing documentation and obtaining approvals as required.

Workforce Development

- Collaborates with outside entities to promote public health as a career.
- Conducts a departmentwide assessment of current staff capabilities against an accepted set of core competencies.

- Conducts an equity assessment that considers staff competence in the areas of cultural humility, diversity, and inclusion.
- Supports the creation and implementation of a workforce development plan that assesses the workforce capacity, includes strategies for improvement, and is in conformity with accreditation standards and measures.
- Maintains a list of learning or educational opportunities that address gaps identified in the workforce development plan.
- Develops and implements a policy for supportive work environment.
- Manages employee retention efforts including, for example, employee recognition and training and professional development.
- Conducts a regular assessment of employee satisfaction and engagement and makes recommendations based on the results.
- Performs other related work as required.

The above statements reflect the general duties considered necessary to describe the principal functions of the job and shall not be considered as a detailed description of all the work requirements that may be inherent in the job.

Core Competencies:

The Core Competencies for Public Health Professionals contain 56 competency statements that apply across the public health workforce for all those engaged in the practice of public health. All of the Core Competencies are vital for the effective provision of public health activities. While the person in this position may be called on to demonstrate other Core Competencies, below is a list of the most essential for this position.

- 1.6. Uses quantitative and qualitative data.
- 2.1. Develops policies, programs, and services.
- 2.2. Implements policies, programs, and services.
- 2.3. Evaluates policies, programs, services, and organizational performance.
- 2.4. Improves policies, programs, services, and organizational performance.
- 2.6. Engages in organizational strategic planning.
- 4.1. Applies principles of ethics, diversity, equity, inclusion, and justice.
- 4.3. Recognizes the diversity of individuals and populations.
- 4.4. Reduces systemic and structural barriers that perpetuate health inequities.
- 4.5. Implements organizational policies, programs, and services to achieve health equity and social and environmental justice.
- 4.6. Contributes to achieving and sustaining a diverse, inclusive, and competent public health workforce.
- 5.4. Collaborates with community members and organizations.
- 7.1. Describes factors that affect the health of an organization.
- 7.2. Secures human resources.
- 7.3. Manages human resources.
- 7.7. Implements organizational policies, programs, and services to achieve diversity, equity, inclusion, and justice.
- 7.8. Manages programs and services.
- 7.9. Engages in contingency planning.
- 7.10. Applies critical thinking in decision making.
- 7.4. Engages in professional development.
- 7.11. Engages individuals and teams to achieve program and organizational goals.
- 7.12. Facilitates collaboration among individuals, groups, and organizations.

- 7.13. Engages in performance management.
- 8.1. Creates opportunities to achieve cross-sector alignment.
- 8.5. Responds to emerging needs.
- 8.6. Manages organizational change.

Qualifications:

- Bachelor's degree in human resources, Business Administration **or**
- Minimum of 3-5 years of relevant local government, human resources, and/or workforce development and training experience.
- Experience in local government processes and systems (e.g., SAP, NeoGov, etc.) preferred.

Required Knowledge, Skills, and Abilities:

- Knowledge of employment-related laws and regulations, preferably in a local government and/or public health environment.
- Knowledge of, or the ability to quickly learn, local human resources and talent management systems.
- Working knowledge of Microsoft Office Suite.
- Negotiation and conflict resolution skills.
- Organizational skills and attention to detail.
- Time management skills with a proven ability to meet deadlines.
- Analytical and problem-solving skills.
- Verbal and written communication skills.
- Relationship-building skills.
- Ability to follow protocol, procedures, and established guidelines.
- Ability to prioritize tasks and to delegate them when appropriate.
- Ability to multi-task with competing demands.
- Ability to interact appropriately and effectively with a wide range of persons.
- Ability to maintain and handle confidential information.
- Ability to adapt to changing circumstances and needs.
- Ability to manage a demanding and changing workload.
- Demonstrated strong work ethic.

Physical Demands:

- Far visual acuity
- Near visual acuity
- Hearing
- Keyboarding
- Sitting
- Speaking

The Health Department is an equal opportunity employer.

This work is supported by funds made available from the Centers for Disease Control and Prevention (CDC) of the U.S. Department of Health and Human Services (HHS), National Center for STLT Public Health Infrastructure and Workforce, through OE22-2203: Strengthening U.S. Public Health Infrastructure, Workforce, and Data Systems grant. The contents are those

of the author(s) and do not necessarily represent the official views of, nor an endorsement, by CDC/HHS, or the U.S. Government.