



AVAILABLE POSITION

Job Title:	Human Resource Manager	FLSA Status:	Not Eligible
Reports To:	Associate Director of Operations	Classification:	Unclassified
Department:	Human Resources	Last Revision	5/15/2026
Approved By:	Ron Bammerlin	Date: 5/15/2026	

PURPOSE

The Human Resource Manager ensures compliance with all applicable employment laws while leading core HR functions including talent acquisition, onboarding, performance management, compensation and benefits, HRIS administration, payroll coordination, and policy development. This role partners with leadership to align HR strategy with organizational goals, foster an engaging workplace culture, support employee development, and maintain accurate personnel and payroll records.

ESSENTIAL JOB FUNCTIONS

- **Compliance & Risk Management:** Ensures compliance with federal, state, and local employment laws and regulations (EEO, ADA, FMLA, OSHA, workers’ compensation, Department of Labor, etc.); Serves as Civil Rights Coordinator and Section 504 Coordinator; Monitors legislative changes and advise leadership on required actions; Investigates employee complaints and grievances; prepares findings and recommendations;
- **Human Resources Operations:** Oversees all HR functions including recruitment, onboarding, employee relations, retention, and records management; Manages organizational charts and employee directory; Administers and maintains HRIS, ensuring accuracy of employee, benefits, and payroll data; Coordinates payroll processes and maintain attendance records; liaise with payroll office; Assists in implementation and upgrades of payroll and HR systems;
- **Talent Acquisition & Onboarding:** Leads recruitment efforts including job postings, advertising, applicant screening, and interview coordination; Prepares and extends employment offers; Facilitates pre-employment screenings and onboarding/orientation processes; Manages employee exit processes including exit interviews and offboarding compliance;
- **Performance Management & Employee Relations:** Designs, implements, and monitors performance evaluation processes; Provides coaching, counseling, and guidance to employees and supervisors; Addresses employee concerns and promote a positive workplace culture; Supports employee engagement initiatives and acts as liaison between staff and leadership;
- **Compensation, Benefits & Budget:** Administers and evaluates compensation programs; provide recommendations; Oversees benefits administration and insurance premium processes; Oversees payroll budgeting and HR-related financial tracking; Prepares and manages HR-related invoices and expenditures;
- **Policy Development & Organizational Strategy:** Develops, updates, and implements HR policies and procedures; maintains employee handbook; Partners with leadership to establish strategic goals and initiatives; Recommends process improvements to enhance organizational effectiveness; Promotes cultural and linguistic competence within the organization and community;
- **Training & Development:** Coordinates employee training and professional development programs; Supports succession planning and workforce development; Stays current on HR trends, best practices, and regulatory updates;
- **Leadership & Culture:** Builds strong, trust-based relationships across the organization; Sets clear expectations, provide feedback, and hold employees accountable; Fosters a collaborative, solution-focused work environment; Models and promote organizational values;
- **General Responsibilities:** Maintains confidentiality of sensitive information; Completes special projects and additional duties as assigned; Supports evolving organizational needs and priorities;

REQUIRED QUALIFICATIONS

Education, Training and/or Experience

Bachelor’s Degree in Human Resources, Business Management, Public Administration, or related degree and equivalent experience; 4+ years’ experience in Human Resources or related field. HRIS and payroll system experience preferred;

Knowledge, Skills, Abilities and Personal Characteristics

Knowledge of state and federal employment laws; ability to maintain confidentiality; strong leadership and relationship management skills; strong verbal & written communication skills; proficient in Microsoft Word and Excel; Ability to work

StarkMHAR Job Posting
Job Title: Human Resource Manager

quickly and effectively under various deadlines with minimal supervision; Organized and detail oriented. Local Government experience preferred.

Certification, Licenses, Registrations

SHRM-CP credential(s) and HRIS & payroll system preferred.

PHYSICAL DEMANDS

Nature of work requires ability to operate standard business office equipment. Requires ability to communicate and exchange information, collect, compile and prepare work documents, set-up and maintain work files. Travel by automobile will be required occasionally.

WORKING CONDITIONS

Work performed in a general office environment. May require availability for additional hours during peak periods. Requires periodic participation and attendance at organization sponsored events and meetings.

This job description is not intended to be a complete list of all responsibilities, duties or skills required for the job and is subject to review and change at any time, with or without notice, in accordance with the needs of Stark County Mental Health & Addiction Recovery. Since no job description can detail all the duties and responsibilities that may be required from time to time in the performance of a job, the changing nature of the job shall also be considered part of the jobholder's responsibility.

CONDITIONS OF EMPLOYMENT

Note: The final applicant selected for this position, prior to appointment, will be required to submit to a drug test for illegal drug use. The test site shall be chosen and paid for by the Board. An applicant with a positive test result will not be offered employment. Applicant will also be subject to any other requirements of Ohio law.

Salary Range: StarkMHAR Grade 6 \$66,007 - \$99,010 ***Suggested Starting Range** \$66,007 - \$82,508

Hours: Monday – Friday 8AM to 5PM with one-hour unpaid lunch. Alternative scheduling and location available.

Application Deadline: Until filled

Apply online at [Job Listings - Stark County Mental Health & Addiction Recovery Jobs](#)

OR MAIL RESUME TO: **Attention: Human Resource Department**
 Stark County Mental Health & Addiction Recovery
 121 Cleveland Ave SW
 Canton, Ohio 44702

EOE/Minorities/Females/Vet/Disabled