
Job Opportunity: Human Resource Generalist

POSTING DATE: 06/09/2025 – Until Filled

POSITION & PROGRAM: Human Resources Generalist/Human Resources

POSITION SUMMARY:

The HR Generalist plays a key role in supporting human resources for the Miami County Board of Developmental Disabilities (MCBDD) by assisting in the coordination of HR responsibilities with a focus on benefits, recruiting and onboarding. The HR Generalist serves as a partner to the HR Director, contributing to employee engagement and organizational culture while maintaining a high level of confidentiality, customer service and professionalism.

As an employee of the Miami County Board of Developmental Disabilities (MCBDD), the job incumbent shall comply with all Board policies, and shall demonstrate respect for, support the dignity of and observe the rights of all individuals served by the Board and demonstrate sensitivity to diverse beliefs, cultures, values and family structures.

QUALIFICATIONS:

- Associate's degree in human resources, organizational leadership, business, psychology or related fields. Equivalent experience in HR may substitute for formal education.
- Demonstrated high-level customer service skills.
- Proficiency in Microsoft Office Suite (Outlook, Excel, Word, PowerPoint)
- Strong technical aptitude and the ability to learn, manage and troubleshoot HRIS and time tracking systems.
- Ability to maintain strict confidentiality and exercise sound judgment in handling sensitive information and employee records.
- Strong organizational and analytical skills, with the ability to multi-task, prioritize and meet deadlines in a fast paced and detail-oriented environment.
- Excellent verbal and written communication skills, including the ability to create employee communications, process documentation and policy-related materials.
- Demonstrated ability to work independently with minimal supervision, as well as collaboratively in a team environment.
- Must abide by Miami County Board of Developmental Disabilities Code of Conduct and adopted values
- Ability to pass a BCI/FBI background check, Abuser Registry check, and pre-employment drug screen.
- Possess and maintain a valid Ohio driver's license, with fewer than five (5) points, and the ability to drive to agency locations as needed per policy.

DUTIES:

Benefits Administration and Leave Management

Serve as the primary contact for employee benefit inquiries. Educate employees on their options, assist with claim issues and ensure understanding of benefits; Assist with coordination of Open Enrollment; Present benefits information during new hire onboarding.

HR Metrics and HR Information System (HRIS)

Review and verify employee timesheets and time off requirements for accuracy and compliance; Coordinate with supervisors to resolve discrepancies and ensure timely submission for payroll processing; Audit employee records for accuracy and compliance; Assist with HRIS optimization (dashboards, onboarding workflows, leave tracking, etc)

Front Desk and Customer Service

Serve as a backup front desk receptionist as needed to ensure predictable coverage

Organizational Culture/Talent Development

Support implementation of staff engagement, wellness and development initiatives; Track and support professional development and tuition reimbursement; Support wellness initiatives, culture surveys and recognition and engagement events

Recruitment and Onboarding Support

Assist in the coordination of recruiting including job fairs, postings, screenings and interview scheduling; Maintain job descriptions; Maintain Applicant Tracking system (JazzHR); Assist with the creation and maintenance of onboarding materials; Coordinate with supervisors to track evaluations and employee check-ins

HOURS: Monday – Friday 8:00 a.m. – 4:00 p.m. and additional hours may be required.

SALARY: \$20.74/hour or higher based on experience

FLSA: Non-exempt

BENEFITS: Medical, Dental, Vision, OPERS Retirement, Life Insurance, Tuition Reimbursement and Professional Development, Vacation, Sick, Personal, Holidays including your Birthday

TO APPLY: Please submit applications/resumes

Email careers@miamicountydd.org

US Mail/Hand Delivery 1625 Troy Sidney Road, Troy, OH 45373

Fax 937.332.3490

A MCBDD application **must** be completed

Applications are located at <https://www.miamicountydd.org/join-us>

MCBDD does not discriminate in provision of services or employment on the basis of race, religion, color, national origin, gender (including pregnancy or gender identity), sexual orientation, age, veteran status, disability or any other basis covered by appropriate law.