

Job Opening

Date: 4/25/2025

To: Internal/External Applicants

From: Pam Thomas, HR

Re: Job Opening for Human Resource Program Manager, Human Resources Division

Qualified applicants are encouraged to apply for the Human Resource Program Manager position currently open in the Human Resources Division. This position will close on 5/7/2025.

Salary depends on qualifications and experience.

Hiring range \$66,649.14 (Min) to \$81,678.32 (Mid)

Full Salary Range \$66,649.14 (Min) to \$96,707.50 (Max)

GENERAL STATEMENT OF DUTIES

Under minimal supervision, independently performs professional duties in the MSD Human Resource Division. Work involves writing, developing & administering personnel policies and procedures; ensures adherence to applicable state and federal laws and regulations. Plans and executes multiple employee relations activities throughout the year. Employee is responsible for organization-wide recruiting and uses radio, internet and print media; new employee orientation, analyzing and administering compensation & classification plans, coordinating employee training. Independent judgment and initiative are required in completing work assignments. This employee is also head of the Wellness Committee and leads all Wellness events. The ideal candidate will be comfortable with public speaking, as they are required to lead employee engagement events as well as give presentations to the MSD Personnel Board. Tact, courtesy, confidentiality, and firmness are required in all dealings with employees, consultants, and the general public. Reports to the HR Director.

MINIMUM TRAINING AND EXPERIENCE

- Bachelor's degree in Human Resources, personnel administration, public administration, business or a related field, and 5 - 10 years of experience in personnel-related programs, along with additional HR legal training; or any equivalent combination of training and experience which provides the required knowledge, skills and abilities.
- NC Driver's License

PREFERRED CERTIFICATIONS

- SHRM Certification
- IPMA-CP Certification in Human Resources

Interested candidates can apply online at <https://www.msdbc.org/careers.php>. **Please note that all applicants will be required to submit a resume in addition to an application.**

MSDBC is an Equal Opportunity Employer. Best of luck to all applicants.

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