



**METROPOLITAN DEVELOPMENT AND HOUSING AGENCY
HUMAN RESOURCES DIVISION**

**Position Open: October 17, 2022
Position Closing Date: November 16, 2022**

Job Announcement

Position: HUMAN RESOURCES MANAGER

Salary: \$95,730 - \$148,509

The Human Resource Manager will assist the Director of Human Resources in leading and directing the Human Resources operations, manage the agency's performance management and compensations systems; including annual performance review programs, salaries, pay, incentives, benefits, and leave, and administering HR policies and practices. **MDHA offers competitive salaries and an amazing retirement program. Our Mission is to create affordable housing opportunities, support neighborhoods, strengthen communities and help build a greater Nashville.**

REQUIRED EDUCATION, EXPERIENCE AND LICENSES:

Bachelor's degree in Human Resources, Business Administration, or related field and five (5) years of senior-level experience overseeing performance management and compensation programs in a Human Resources operations.

Candidates with accreditation earned in foreign institutes are encouraged to apply

ESSENTIAL FUNCTIONS

- Partners with the leadership team to understand and execute the organization's performance management and compensation strategy and assist teams in the achievement of strategic goals;
- Manages the annual performance review process and ensure compliance with program policies and procedures;
- Performs annual market analysis and adjustments to maintain equity and competitiveness on salary structures;
- Manages the annual performance pay programs, including merit pay, performance incentive pay and COLA;
- Confers with Department Directors to assign salaries, create of new positions, develop job descriptions, process reclassifications and other classification changes;
- Maintains job descriptions FLSA classification;
- Manages classification and compensation policies and procedures and updates as necessary;
- Maintains the compensation structures, salary, incentives, and benefits strategy and programs;
- Analyzes trends in compensation and benefits; researches and proposes competitive base and incentive pay programs to ensure MDHA attracts and retains top talent;
- Oversees performance development programs and initiatives that motivate internal growth opportunities for employees;
- Assists in developing and managing successor planning programs;
- Oversees employee relations, including complaints, disciplinary meetings, terminations, and investigations;
- Manages the Human Resources operations in the absence of the Director;
- Maintains compliance with federal, state, and local employment laws and regulations and recommend best practices; review policies and procedures to maintain compliance;
- Maintains knowledge of trends, best practices, regulatory changes, and new technologies in human resources, compensation, performance management and employment law;
- Performs other duties as assigned.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

Behavioral Skills:

Excellent verbal and written communication, interpersonal, negotiation, and conflict resolution skills, organizational skills, attention to detail, and strong analytical and problem-solving skills. Ability to prioritize tasks and delegate them when appropriate; ability to act with integrity, professionalism, and confidentiality.

Technical Skills:

Knowledge of the principles and practices of human resource administration and operations, knowledge of the principles of performance management and compensation program regarding salary management, pay structures, incentives, total rewards, classification, and performance reviews; knowledge of laws and regulations regarding employee relations, including labor relations, knowledge of health insurance, retirement programs, and other employee benefit programs. Thorough knowledge of employment-related laws and regulations. Proficient with Microsoft Excel, ADP HRIS system and related software.

Physical Skills:

Willingness, physical and mental ability to perform the duties involved in this classification. Ability to perform work with or without an accommodation that requires sitting, standing, and walking, dexterity of hands and clarity of vision, speech and hearing, and powers of observation; other physical duties as required.

Financial Skills:

Ability to process and maintain compensation programs including salary structures and benefit programs

EQUIPMENT USED

General office equipment and automobile.

SUPERVISION EXERCISED

As directed by Director of Human Resources.

LICENSE(S)/ Certification REQUIRED

Valid Tennessee Driver's license, SHRM or World at Work certification is preferred.

THE METROPOLITAN DEVELOPMENT AND HOUSING AGENCY IS AN EQUAL OPPORTUNITY EMPLOYER AND HIRES REGARDLESS OF RACE, COLOR, NATIONAL ORIGIN, SEX, SEXUAL ORIENTATION, GENDER IDENTITY, AGE, RELIGION, AND DISABILITY, GENETIC

To complete the application process, all applicants are required to submit an application, resume and complete the screening questions. The Human Resources Office will notify those applicants who are selected for personal interviews. Applicants selected for a position must successfully pass a pre-hire physical examination and drug screen in order to be hired. MDHA is certified by the State of Tennessee as a Drug-Free Workplace

Metropolitan Development and Housing Agency

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Nashville, Tennessee 37206

www.Nashville-MDHA.org

TDD#252-8599

To request a reasonable accommodation or assistance with language interpretation, please call 615-252-8550.