

Personnel Supervisor – Human Resources

The City of Rock Hill is seeking a Personnel Supervisor to develop, implement and monitor a comprehensive employment system. Duties include, but are not limited to, supervising the Personnel Division of Human Resources, developing innovative recruitment strategies, conducting interviews, establishing applicant pools and overseeing volunteer programs. Provides supervisory guidance and innovation to subordinate personnel in employment activities including comprehensive benefits administration, state retirement processing, wellness programs and citywide special events. Ensures technology-driven Human Resources applications and innovations with advanced Excel skills. The successful candidate will have substantial HR experience and the ability to produce data analytics.

The position requires a bachelor's degree from a four-year college or university with major course work in Human Resources, Public/Business Administration or Computer Science and five years of experience as a public sector human resources generalist supplemented by three years responsible human resources supervisory experience. The equivalent combination of acceptable training and experience may be considered. For more details and to apply online, visit www.cityofrockhill.com. EOE.