



# Looking for Work That Matters?

# We're Hiring! Join Our Team.

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## We are Accepting Applications for the Following Position: **Employee Relations Manager (10774)**

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*Founded in the 1920s and headquartered in Decatur, GA, DeKalb Public Health (DKPH) works to protect, promote and improve the health and well-being of all DeKalb County residents.*

*Our vision is for a healthier DeKalb where all residents have equitable access to public health resources and live healthy lives. If you have a passion for people and are looking to make an impact on the health of the community, we invite you to join our team! For more information about our agency please visit [dekalbpublichealth.com](http://dekalbpublichealth.com).*

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**POSTING DATE: 1/23/2026**

**APPLICATION DEADLINE: 2/23/2026**

### **EXCEPTIONAL BENEFITS INCLUDE:**

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|--|--------------------------------------|--|
| ▪ 13 Paid Holidays   | ▪ Pension Plan                       | ▪ Worksite Wellness  |
| ▪ 3 Weeks Annual Leave   | ▪ Employer 401K Match                | ▪ Diverse Workforce  |
| ▪ 3 Weeks Sick Leave   | ▪ Payroll Deductible Health Benefits | ▪ Opportunities for Growth   |
| ▪ Flexible Schedules within our core working hours of M-F 8:15am-5pm | ▪ Payroll Deductible Flex Benefits   | ▪ Hybrid teleworking option for eligible positions after probation |
|  | ▪ Flexible Spending Accounts         |  |

**LOCATION:** Richardson Health Center

**DIVISION/DEPARTMENT:** Human Resources

**SALARY INFORMATION:** \$ 73,739.76 Annually / Pay Grade N / Job Code HRM011

**Note: This is a Grant Funded position and contingent on available funding.**

**DUTIES:** The Employee Relations Manager is responsible for fostering a fair, respectful, and legally compliant workplace by overseeing all aspects of employee relations and guiding leaders through complex personnel matters. This role manages leave programs, accommodations, and compliance-related processes while serving as a trusted advisor to leadership and employees. The ideal candidate is a proactive, emotionally intelligent HR professional who excels at communication and problem-solving.

#### Key Responsibilities:

##### Employee Relations & Leader Support

- Manage the agency's grievance process and serve as the primary point of contact for employee relations concerns, ensuring thorough, timely, and unbiased resolution.
- Conduct and manage workplace investigations, including interviews, documentation, findings, and recommendations.
- Coach and advise leaders on effective employee relations practices, conflict resolution, and team engagement strategies.
- Guide managers through the progressive discipline process, ensuring consistency, fairness, and appropriate documentation.
- Provide information and guidance to employees and leaders regarding policies, practices and regulations.
- Lead and facilitate the performance management cycle, including goal setting, performance reviews, and corrective action.

##### Leave, Accommodation & Compliance Management

- Oversee FMLA, leave of absence (LOA) programs, and return-to-work processes to ensure legal compliance and effective case management.
- Lead the interactive process and documentation for ADA accommodations.
- Administer Workers' Compensation and Short-Term Disability programs, partnering with external vendors as needed.
- Lead the organization's unemployment claims process, including responses, documentation, and hearings.
- Manage the full-cycle claims resolution with regulatory agencies such as DOL and EEOC.

#### HR Operations & Special Projects

- Conduct and manage desk audits to ensure proper job classification.
- Support HR compliance efforts, ensuring policies and practices meet federal, state, and local regulations.
- Lead or participate in HR-related special projects, policy development, and process improvements.
- Maintain detailed and accurate documentation to support audits, investigations, and compliance initiatives.
- Other duties as assigned.

#### Key Competencies

- **Effective Communication:** Exceptional interpersonal verbal and written communication skills with ability to convey complex information clearly, professionally, and with appropriate sensitivity.
- **Analytical & Problem-Solving:** Skilled at gathering facts, approaches challenges with analytical thinking and informed judgment, providing practical and equitable solutions.
- **HR Compliance:** Extensive knowledge of federal and state employment laws, regulations, and HR best practices.
- **People Leadership:** Influences and guides leaders with confidence, credibility, and a collaborative mindset.
- **Accountability & Integrity:** Takes ownership of decisions, outcomes and follows through; exercises considerable judgement with a high level of integrity, honesty and confidentiality.
- **Strong Emotional Intelligence & Equity-Minded:** Demonstrates empathy, active listening, and a commitment to inclusive and fair practices to support a diverse workforce.
- **Detail-Oriented and Organized:** Excellent organizational and time management while ensuring accuracy in documentation, investigations, and compliance-critical tasks.
- **Proactive:** Anticipates employee needs and HR risks, and takes initiative to prevent issues before they arise.
- **Conflict Resolution:** Ability to mediate disputes, manage grievances, and conduct investigations making objective and well-supported recommendations.

**MINIMUM QUALIFICATIONS:** High school diploma/GED and four (4) years of managerial or supervisory experience in human resources

OR

Two (2) years of experience required at the lower level Manager, Human Resources (HRM010) or position equivalent.

Note: An equivalent combination of knowledge, education, job or intern experience, training, or certifications that provides the necessary knowledge and skills to successfully perform the job at the level listed may be substituted year-over-year.

**PREFERRED QUALIFICATIONS:** Bachelor's degree in human resources or another related field. SHRM-CP/SCP, PHR/SPHR. 10+ years' experience in human resources with at least 5 years' experience in employee relations.

**NOTE:** Thank you for your interest in DKPH. Due to the volume of applications, we are unable to provide application status by phone or email. All qualified candidates will be considered but may not necessarily receive an interview.

**Selected applicants will be contacted for next steps. Applicants who are not selected will not receive notification. We have the right to close any position at any time for any reason.**

Employment with DeKalb Public Health is not complete or official until applicants meet all pre-employment requirements. Requirements for this position may be subject to: Pre-Employment Drug Screening, Criminal Background Check/Fingerprinting, Previous Employment Reference Check, Specific Immunizations, Motor vehicle check, and/or Education and/or Licensure verification.

**ALL APPLICANTS MUST APPLY FOR THIS POSITION & COMPLETE APPLICATION IN:** "Career Opportunities" at [Job Opportunities | Locations: dekalb county | Sorted by Posting Date descending | JOB OPPORTUNITIES \(governmentjobs.com\)](#) *If you require accommodations under the American Disability Act (ADA), email request by the closing date of this announcement to: [jannise.gray1@dph.ga.gov](mailto:jannise.gray1@dph.ga.gov).*

**DEKALB PUBLIC HEALTH IS AN EQUAL OPPORTUNITY EMPLOYER.**