



WAYNE COUNTY
COMMISSIONERS



Matt Martin ★ Jonathan Hofstetter ★ Dave McMillen

JOB OPENING

CARE CENTER HR SPECIALIST

Job Stability! • Great Benefits! • Great Retirement System! • Meaningful Work!

Are you detail-oriented, organized, able to juggle multiple tasks, adept with Microsoft programs such as Word and Excel, plus learning new programs? Are you looking for an exciting, new opportunity? If so, look no further! The Wayne County Care Center is looking to fill a full-time Care Center HR Specialist position. We offer meaningful work, job stability, great benefits, great retirement system, 11 paid holidays per year, ample sick leave and vacation leave (both which can roll over to the next year)! This position will initially and generally be located in the Commissioners' Office during a training period, and will transition fully to the Care Center location, once fully trained.

Successful candidates will need to have a willingness and ability to learn and apply rules, take initiative on a variety of tasks and projects, must be highly professional, use good judgment, work independently, and maintain a high level of confidentiality.

DUTIES INCLUDE, BUT ARE NOT LIMITED TO:

- PAYROLL – Reviewing and processing timesheets for payroll, ensuring proper authorizations and overall accuracy with both pay and leave. ACA tracking. Confidentiality at highest level.
- PERSONNEL MATTERS – Track and record discipline within HR system and update supervisors to ensure progressive discipline policy is being followed. Monitor attendance/leave records and notify supervisors of policy violations. Oversee FMLA program by providing and ensuring return of forms, tracking and monitoring leave, and any other necessary communication.
- RECRUITMENT/ONBOARDING – Create job announcements and advertise. Schedule interviews, and run background/license checks. Enter new hires into the HR system and assist hiring managers with candidate information, grading, history, etc. within the HR system. Onboard new hires. Track and submit EEO documentation as required. Ensure attendance at new hire Benefits orientation meeting. Ensure employee and supervisor tasks are completed within the HR system.
- ADMINISTRATIVE – Assist with creating and updating job descriptions. Track and maintain detailed information on Excel spreadsheets. Schedule and track performance evaluations. Communicate with Commissioners' Office.
- STAFF TRAININGS - Assist with planning, coordination, and scheduling of in-service training classes, on-the-job training, and orientation programs. Promote Commissioner trainings for both supervisors and employees.
- OTHER – Maintain both manual and electronic filing systems.
- Demonstrate regular, predictable, and punctual attendance.
- Prior HR experience a plus.

Applicants must submit a required employment application (downloadable from <http://www.wayneohio.org/employment-opportunities>) and email it to waynecountyhr@wayneohio.org, or drop it off at the Wayne County Commissioners' Office, 428 West Liberty Street, Wooster, Ohio 44691, Attn: Katie Dailey Questions? Call 330-287-5497.

Posted: 4/1/2026 Deadline to apply: 4/22/2026

Wayne County is an Equal Opportunity Employer

428 WEST LIBERTY STREET WOOSTER, OHIO 44691 330-287-5400 FAX 330-287-5407

commissioners@wayneohio.org

We do not discriminate in the provision of services or employment because of handicap, race, color, creed, national origin, sex or age