**Director of Human Resources**

**Summary:**

The Director of Human Resources is responsible for the recommendation, development, implementation and compliance with human resources policies, procedures and systems that support [CHC]’s operations and strategic plan. It is also responsible for ensuring compliance with federal, state and local laws and regulations related to all human resources areas. Other significant areas of focus will include the development and implementation of relevant HR strategies, supervision and development of direct reports and the management of numerous projects and initiatives. In addition, the role is responsible for fostering an environment of continuous improvement and efficiency, while being professional and maintaining a positive attitude.  
  
**Essential Duties and Responsibilities include the following.**

* Investigates and/or oversees investigations in connection with disciplinary and other employee relations matters
* Responsible for directing the on-boarding and off-boarding processes
* Reviews and approves bi-weekly payroll information
* Reviews and approves unpaid list for payroll
* Prepares provider PTO payouts for payroll
* Assist with the provider contract renewal process
* Responsible for system wide or departmental pay recalibrations
* Administrator for all HR systems: ADP, Halogen, HealthStream
* Prepares monthly HR Reports
* Oversees and supports the ongoing administration of all employee benefit plans.
* Assist with the annual renewal process for health & welfare benefit plans
* Works with the VP of HR in maintaining and administering all compensation plans
* Facilitates and manages the performance evaluation process system wide
* Develops, implements and supports risk-management policies, procedures and initiatives
* Conducts internal audits as needed
* Works with VP of HR in developing and managing the department budget
* Ensures records and files are accurate, well organized and retained in compliance with applicable laws
* Maintains in-depth knowledge of legal requirements related to day-to-day management of employees, reducing legal risks and ensuring regulatory compliance
* Provides HR policy guidance and interpretation
* Participates in the workers compensation claims management and analysis with the Risk Manager.
* Ensures ongoing compliance of HR policies, programs and AAAHC and HRSA compliance standards.
* Oversees the Unemployment claims process.
* Oversees and/or prepares Request for Information and Position Statement to respond to EEOC claims.
* Participates in annual reporting (i.e., UDS) and various surveys as necessary
* Monitors departmental workflows evaluating for efficiencies and necessity
* Enhances the effectiveness; efficiency and productivity of the department by contributing to, and participating in, departmental performance improvement goals
* Assists in planning topics, developing curriculum and delivering training for Core Leadership Sessions
* HR representation for various committees
* Ability to frequently travel inside and outside of the area.
* Operates corporate and/or personal vehicles, if applicable, in a safe and professional manner at all times. Travels to any/all of [CHC]’s facilities as needed.
* Promotes and demonstrates the mission, vision, and Core Values of [CHC].
* Develops and maintains good working relationships with all departments, the management team, medical staff, and leadership
* Embraces cultural diversity amongst ourselves and our community
* Responsible for the human, financial, and material resources as well as data and information entrusted to us
* Strives to deliver the best outcomes and highest quality service
* Demonstrates knowledge of and adherence to the Compliance Plan and conflict of interest requirements
* Other duties as assigned

**Supervision Received:** Vice President of Human Resources

**Supervision Exercised:** HR Business Partner(s), Benefits & Leave Specialist, Credentialing Specialist, Talent & Engagement Specialist and Talent & Engagement Coordinator.

Demonstrates strong leadership skills, knowledge and abilities. Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include interviewing, hiring, and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems. Ensures that the appropriate personnel meet all job required competencies.

**Qualifications:** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Spanish bilingual preferred.

**Education/Experience:**  
Education: High school diploma or equivalent education. Bachelor’s degree required (Preferably in Human Resources or closely related emphasis). Masters preferred  
  
**Work Experience:** Minimum seven to ten years in human resources is required. A minimum of three years handling employee relations issues is required. Five years of leadership experience is required. Healthcare experience is highly desired. Payroll and compensation experience is highly desirable.

**Computer Skills:** Intermediate - ability to access the intra/internet to manage timecard, review policies and procedures, and read company communications; use e-mail to communicate with co-workers, leadership, and other departments; use and create a variety of templates, complex tables, merges; manage table data, sort and filter merges, and also perform basic work with existing Macros; customize toolbars, import and insert graphs, embed Excel data, and elaborate reports; work with multiple worksheets, filter data, use integrate functions, and manipulate databases; customize templates and the PowerPoint environment, and to make a presentation interactive by using hyperlinks and action buttons

**Certificates and Licenses:** HR Certification through SHRM or HCI is preferred. Valid state driver’s license and proof of insurance. Must meet and maintain driver criteria as prescribed by [CHC]’s insurance underwriter.

**Work Environment:** The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

* OSHA risk level/work environmental hazards: This position has been categorized as OSHA Level Three. See Exposure Control Plan for details.
* The noise level in the work environment is usually quiet.

**Physical Demands:** The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The employee must occasionally lift and/or move up to 20 pounds. While performing the duties of this job, the employee is frequently required to sit. The employee is occasionally required to stand and walk.