



JOB DESCRIPTION

TITLE: Director - Human Resources
DEPARTMENT: Administration
REPORTS TO: Chief Executive Officer
FLSA: Exempt

SUMMARY OF JOB:

Oversees daily operations of the Human Resources Department including all benefit administration, hiring/firing/disciplinary actions; administration of employment laws/legal requirements; budget; and personnel.

RESPONSIBILITIES:

Colorado West Healthcare System expects job performance to be consistent with its mission and believes that each Employee contributes to improve performance by continuously searching for ways to increase efficiencies and enhance fiscal performance and viability.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

(The following statements are illustrative of the essential functions of the job and do not include other non-essential or marginal duties that may be required. Community Hospital reserves the right to modify or change the duties or essential functions of this job at any time. All responsibilities may not be performed by all incumbents.)

Manage and direct the HR staff.

Oversees the Volunteer Program; Gift Shop; Education; Organization Development

Supervises the recruitment, interviewing, testing and selection of employees for vacant positions.

Identifies legal requirements and government reporting regulations affecting human resources functions and ensures policies, procedures, and reporting are in compliance.

Represents the organization at personnel-related hearings and investigations.

Oversees all investigations as related to HR issues.

Supervises the administration of all employee benefits by:

- Researches and recommends benefit programs and policies to meet the needs of the employees and the hospital such as life, health, dental and disability insurances, pension plans, PTO/EIB, leave of absence, and employee assistance.
- Supervises the maintenance of records of benefits plans participation such as insurance and pension plan, personnel transactions such as hires, promotions, transfers, performance reviews, and terminations, and employee statistics for government reporting.
- Administers and communicates the benefit programs; chairs the Benefit Committee.

Designs, implements and manages policies/procedures as related to personnel/Human Resources laws.

Coordinates management training in interviewing, hiring, terminations, promotions, performance review, safety, and sexual harassment.

Coordinates and communicates all employee relations activities and guidelines.

- Advises management in appropriate resolution of employee relations issues.
- Writes and responds to inquiries regarding HR policies, procedures, and programs.
- Administers performance review program to ensure effectiveness, compliance, and equity within organization.
- Prepares employee separation notices and related documentation, and conducts exit interviews to determine reasons behind separations.
- Prepares reports and recommends procedures to reduce absenteeism and turnover.

Develops and implements the wage and salary program by:

- Administers salary administration program to ensure compliance and equity within organization by developing and maintaining pay grades and equity within the program
- Conducts wage surveys within labor market to determine competitive wage rate.

Completes all tasks of office administration by:

- Prepares budget of human resources operations.
- Supervises the maintenance of all personnel files accurately and according to legal guidelines.
- Supervises the preparation and communication of any change of status form for employees.

Other duties as assigned.

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.

EDUCATION and/or EXPERIENCE:

Bachelor's Degree in human resources or related field and 5-7 years healthcare experience required;
Master's Degree or PHR/SPHR certification preferred
OR
equivalent combination of education and experience.

CERTIFICATES/LICENSES:

PHR or SPHR Certification
SHRM-PC Certification

LANGUAGE SKILLS:

Must be able to speak, read and write English. Ability to read and interpret documents such as physician

orders, medical charts, safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to effectively present information in one-on-one and small group situations to supervisors, patients, patient's family and other employees of organization. Able to work in a team-oriented environment.

MATHEMATICAL SKILLS:

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent.

REASONING ABILITY:

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

INTERPERSONAL SKILLS:

Demonstrates exceptional customer service skills using the "Whatever It Takes" philosophy; builds relationships and proactively respects others. Requires adaptability with regular interpersonal contact.

DECISION MAKING ABILITY:

Work limited by standards and procedures. Adapts to recurring operational situations using formal and informal channels. Unusual situations are reviewed with a manager.

ANALYTICAL ABILITY:

Apply basic business or technical principles to routine and moderately complex problems. Concentrates and pays close attention to detail.

COMPUTER SKILLS:

To perform this job successfully, an individual should be computer-literate and have working knowledge of Microsoft Office applications.

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.

While performing the duties of this job, the employee is regularly required to sit; have manual dexterity; handle or feel; talk and hear. The employee is occasionally required to stand; walk; reach with hands and arms; climb or balance; and stoop, kneel, crouch, or crawl. The employee must regularly lift and/or move up to 20 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

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.

While performing the duties of this job, the employee is occasionally exposed to moving mechanical parts, risk of electrical shock, exposure to infectious diseases, and transmission of airborne disease. The noise level in the work environment is usually moderate.

GENERAL COMPLIANCE REQUIREMENTS FOR ALL EMPLOYEES:

Attends annual compliance and privacy training.

Responsible for complying with all federal, state and local rules and regulations.

Must comply with the Code of Conduct Guide.

Reports any observation of fraud, waste, abuse, and/or privacy violations to HR or CCO.

Reports any conflict of interest or relationship immediately.

HIPAA:

Ensures and adheres to strict confidentiality when handling patient information, according to the HIPAA Privacy Act and hospital policy and procedure regarding confidentiality. Complies with all hospital information security practices.

Has knowledge of and adheres to all compliance regulations, policies and procedures.

Final Section I understand that my employment is for an indefinite period of time and that his facility can change wages, benefits, and conditions of employment at any time.

Employee Name & Signature

Date

Supervisor Name & Signature

Date