



JOB DESCRIPTION

Title: Human Resources Generalist
Department: Human Resources
Reports To: HR Director
FLSA: Exempt

SUMMARY:

Supports the human resources department and the HR Director in working as a partner with all divisions, departments and physician practices by consistently maintaining all aspects of human resources programs including benefit programs.

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.)

1. Administers various human resources policies and procedures for all employees; assists in development and implementation of personnel policies and procedures. Participates in developing department goals, objectives, and systems.
2. Monitors performance evaluation program and revises as necessary. Benefits administration to include claims resolution, change reporting, approving invoices for payment, and communicating benefit information to employees.
3. Participates in and leads benefits orientation for all new hires in a professional and well-spoken manner.
4. Files EEO-1 report annually; maintains other records, reports, and logs to conform to EEO regulations.
5. Conducts recruitment effort for all exempt and nonexempt personnel, students, and temporary employees including advertising, interviewing and finalizing hiring process following all appropriate laws, policies and procedures in a timely and professional manner.
6. Manages human resources programs by providing human resources services, including talent acquisition, staffing, employment processing, compensation, health and welfare benefits,

training and development, records management, succession planning, AA/EEO compliance and completing personnel transactions.

7. Participates in administrative staff meetings and attends other meetings and seminars, as requested.
8. Serves as the liaison for benefit providers with Community Hospital. Completes communication, eligibility and enrollment for all newly eligible employees for appropriate benefits including benefit orientation, mailing of benefit information, meeting to overview the benefit, completion of application, and set up on Meditech without error.
9. Maintains benefit elections and changes without error and in a timely manner. Coordinates the Benefits Fair and Perks Fair and meets with employees regarding benefit changes due to change to status. Works closely with Plan Administrators in order to administer benefits in accordance with the Plan Documents.
10. Schedules and conducts exit interviews with terminating employees. Tracks reasons why people are leaving.
11. Reconciles and pays all benefit vendor bills in a timely manner. Prepares the check request for monthly benefit invoices when necessary.
12. Provides input to the completion of the audit and 5500's for benefit plans.
13. Manages and communicates the FMLA/STD processes for employees as required by regulatory agencies and the plan documents.
14. Actively participates in the Benefits Committee to communicate the employee requests for changes/additions.
15. Complies with federal, state, and local legal requirements by studying existing and new legislation; anticipating legislation; enforcing adherence to requirements; advising management on needed actions.
16. 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:

Associate's or Bachelor's degree in Human Resources or related field with two (2) years of human resources experience. Excellent computer skills. Knowledgeable of employment laws including, but not limited to, FMLA, ADAAA, HIPAA, ADEA, Title VII, etc.

OR

equivalent combination of education and experience.

CERTIFICATES/LICENSES:

PHR or SPHR Preferred
SHRM-PC or SHRM-SPC Preferred

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