

Open Cities Health Center, Inc.
JOB DESCRIPTION

JOB TITLE: HUMAN RESOURCES MANAGER

JOB CLASS: EXEMPT

JOB RESPONSIBILITIES:

Under the supervision of the Executive Director / CEO, responsible for personnel functions including staffing, compensation, benefits administration, EEOC for the agency. Serves as a member of Open Cities Health Center Management.

JOB DUTIES:

- Develops/implements HR plan for clinic including recruitment, selection, promotion/transfer, orientation, and compensation administration, labor relations in collaboration with management team. Educates/advises administrative and clinical managers on personnel issues including termination, labor disputes, morale.
- Serves as member of Physician Recruiting Committee and helps to recruit, orient new physicians. Does all provider credentialing.
- Adheres to all corporate policies, principals of practice and code of ethics, and monitors compliance of staff to these documents.
- Ensures the development of departmental plans, goals, mission, and policies/procedures. Ensures selection, training, monitoring and evaluation of departmental staff.
- Oversees the conduct of compensation surveys and recommends changes to ensure clinic remains competitive with market rates for wages/salaries and benefits.
- Maintains/monitors records of worker's compensation, EEO, ADA, FMLA, unemployment and other employee claims. Reviews exit interview data. Uses HRIS information software systems to gather/analyze/present data. Recommends changes to policy and training to ensure compliance with laws and regulations.
- Practices open-door policy to encourage employees to discuss grievances. Facilitates peer-to-peer and employee-manager discussion/mediations.
- Keeps informed of collective bargaining agreement and related issues, and ensures compliance with terms and conditions of this agreement.
- Recommends and facilitates employee recognition efforts and events. Ensures employee assistance is available for emergency relief.

Talent Management and Organization Effectiveness

- Support Talent Management and Organization Effectiveness processes
- Assist the HR Manager in developing strategic program plans for Performance Management and Assessment, Learning and Development, Training, Succession Planning and Employee engagement surveys.

KNOWLEDGE:

- Knowledge of federal and state employment/labor laws, clinic policies.
- Knowledge of how to conduct wage/salary and employee satisfaction surveys; to mediate personnel grievances/disputes; to analyze human resources data for critical indicators.
- Knowledge of compensation/benefits administration.

SKILLS:

- Skill in staying abreast with the state-of-art in employment, labor, compensation, government regulations related to personnel.
- Skill in gathering/analyzing objective and subjective data on personnel matters and facilitation resolution.
- Skill in advising/educating managers on best HR practices including employee training, motivation, development, discipline/termination.

ABILITIES:

- Ability to role model effectively with many types of people at all levels including as an employee advocate, a manager counsel and a physician resource.
- Ability to direct the best use of the human resources management information system in reporting statistics.
- Ability to communicate effectively in written and verbal form.

MINIMUM QUALIFICATIONS:

BS in Business Administration/Human Resources; MBA or MPA preferred. Minimum of five years progressively responsible HR positions. Minimum of two-year experience in health care setting.

I have read the above job description and fully understand the requirements set forth. I hereby accept the position of Human Resource Manager of Open Cities Health Center, Inc., agree to abide by the requirements set forth and will perform all duties and responsibilities to the best of my ability.

Signature of the Human Resource Manager

Date