



HUMAN RESOURCES MANAGER

REPORTS TO: Chief Executive Officer
FLSA CATEGORY: Exempt, Salaried
EEO CATEGORY: Administrator

POSITION DESCRIPTION

This position will be accountable for the effective performance of human resource duties on a professional level. Provides overall direction for activities related to personnel. Participates with HealthWorks' managers and supervisors to ensure timely hiring practices, employment reviews, and administration of employee benefits. Performs employee payroll functions biweekly. Responsible for the development of HR policies and procedure documents and working with the policy committee and board for approval. Monitors, documents and ensures employees have the necessary training to meet regulatory requirements. Manages information systems related to HR, payroll and education. Handles employee issues as needed.

ESSENTIAL FUNCTIONS

1. Performs employee payroll functions biweekly.
2. Administers various human resource plans for all company personnel; assists in the development and implementation personnel policies and procedures; prepares and maintains employee handbook and code of conduct manual.
3. Participates in developing human resources goals, objectives and systems in response to the strategic plan.
4. Performs benefits administration including change reporting, communicating benefit information to employees, and assisting with benefit related issues.
5. Administers new-hire processes including job description updates, ad placement, applications review and coordination with hiring manager, interview scheduling and participation, communication with candidates and newly hired individuals regarding onboarding.

6. Maintains up-to-date personnel records and compliance with federal and state regulations concerning employment.
7. Participates as a resource to staff for employee relations, grievances, harassment allegations and other issues.
8. Serves as the point of contact for issues regarding workers compensation, unemployment compensation and OSHA incident reporting.
9. Participates in Senior Staff, all-staff meetings, and attends other meetings, seminars and conferences as required.

RESPONSIBILITIES

Other Duties/Responsibilities: As assigned.

Supervision Received: Reports directly to the CEO.

Supervisory Responsibilities: None

Budgetary/Fiscal Responsibility: None

Policy and Procedure Interpretation and Development: Participates in the staff policy committee for the development of new policies and updates to existing policies and procedures.

Contact with Others: Daily contact with HealthWorks staff, benefits providers, and state personnel as needed.

JOB REQUIREMENTS/EXPERIENCE

Education: Bachelor's degree in business, human resources or equivalent combination of education and experience required.

Knowledge, Skills, and Abilities: Must possess excellent verbal and written communication skills; intermediate to advanced computer skills; flexibility and ability to respond to changes in priorities; ability to work independently to achieve a defined goal.

Experience: Minimum of three years' experience in administering employee benefit plans, payroll and other HR duties.

Licenses/Certifications: None

BEHAVIORAL EXPECTATIONS

Clinical Quality and Patient Safety

- Assumes personal responsibility for providing quality service, comfort and responsiveness as perceived by patients, visitors, physicians, and co-workers.

Service Excellence and Employee Engagement

- Demonstrates self-initiative and the ability to adapt to the challenges, conflicts, and ambiguities inherent to the position. Exhibits reliability and dependability. Reports to work on time and as scheduled. Demonstrates the willingness to accept other tasks as assigned. Exhibits ethical behavior and honesty.
- Demonstrates a commitment to individual growth and expansion of knowledge as it attributes to the position. Actively and aggressively initiates action to improve performance. Recognizes the value of teamwork and works cooperatively with others.
- Demonstrates a commitment to HealthWorks' mission, vision, and values.

PHYSICAL REQUIREMENTS

1. 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 upon request to enable individuals with disabilities to perform the essential functions.
2. Ability to speak, understand, and communicate the English language effectively. Ability to hear adequately on the phone or in person and group settings.
3. Ability to work in front of a computer screen and keyboard, sitting and/or standing up to 8-10 hours per day (possibly longer if overtime is required).
4. Ability to work in a normal office environment conditions using various office equipment including (i.e. computer, keyboard, mouse, calculator, copier, printer, fax, scanner, telephone). Mobility necessary to access various offices and a wide variety of meeting settings.
5. Mobility necessary to perform a variety of tasks that involve standing, walking, sitting, stooping, kneeling, bending and twisting, occasionally climbing stairs or using an elevator, possibly reaching chest high and overhead for materials.
6. Possess faculties, mobility and ability necessary to access research and interpret information from a variety of media (e.g., computer screen, projected images, printed material) and individuals.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

All HealthWorks' facilities are tobacco-free.

EXPOSURE TO HAZARDS

Housekeeping products, sterilization equipment and chemicals, needles, high noise levels caused by dental equipment, chemicals found in dental materials and products, such as acids and disinfectants, biological hazards such as blood borne pathogens, infectious diseases, contaminated wastes, saliva, and radiation.

HOURS OF WORK / ATTENDANCE REQUIREMENTS

Regular attendance is required.

TRAVEL

Occasional travel may be required for training or conference attendance.

BLOOD/FLUID EXPOSURE RISK

Blood/Fluid Exposure Risk: (Check the appropriate category)

- Category I:** Tasks routinely involved in potential for mucous membrane or skin contact exposure to blood, fluids, or tissue. Use of personal protective equipment (PPE), when appropriate, is required.
- Category II:** Usual tasks do not involve exposure to blood, body, fluids or tissues but job may require performing unplanned Category I tasks.
- Category III:** Tasks involved no greater exposure to blood, body fluids or tissues than would be encountered by a visitor. Category I tasks are not a condition of employment.

Signature below acknowledges that I have received a copy of my job description and my supervisor has discussed it with me.

Employee Signature

Date

Supervisor Signature

Date