



"Providing quality patient-centered primary care services to individuals, regardless of their ability to pay."

COMMUNITY HEALTH CENTERS
POSITION DESCRIPTION

POSITION TITLE: **Human Resources Director**

REPORTS TO: Chief Financial Officer

SUBORDINATE

POSITIONS: Human Resources Assistants

FLSA STATUS: Exempt

Salary Range: \$90K-120K Based on Experience

Date Posted: 12/01/2023 to 12/08/2023

POSITION SUMMARY:

The Human Resources Director plans, coordinates, and directs all functions of the CHC Human Resources Department including employee recruitment and selection; compensation administration; benefit program administration, employee relations issues/activities, CHC policy administration, EEO compliance, maintenance of personnel records; development of personnel policies, safety standards, employee training programs, and offers professional and technical assistance to CHC management and staff. The HR Director has authority to hire, fire or to make recommendations/decisions that carry particular weight. The HR Director exercises discretion and independent judgment in substantial or important matters.

ESSENTIAL FUNCTIONS:

1. Directs, supervises and coordinates the processes for the recruitment, selection, orientation, and termination of employees.
2. Directs the administration of the CHC benefits programs.
3. Prepares reports on employee turnover and other reports as required.
4. Ensures the maintenance of accurate job descriptions for all positions and supervises the administration of the compensation plan to include periodic wage and salary surveys.
5. Ensures performance appraisals for all employees are conducted at required times; provides for periodic evaluation and improvement of the performance appraisal process.
6. Directs the administration of the personnel filing system for employee personnel records as well as the credentialing filing system for Providers.
7. Ensures all personnel changes are reported to the payroll office and other appropriate personnel.
8. Formulates, recommends and interprets policies and practices for carrying out the CHC Human Resources Program in compliance with state and federal regulations and guidelines (EEO, FMLA, ADA, OSHA, FSLA etc.). Attends workshops and seminars, studies legislation and conducts research to assess current trends in personnel policies and practices. Provides for the annual review of current CHC policies and practices and recommends appropriate changes. Prepares the EEO-1 and OSHA 300A reports.
9. Participates in the formulation and implementation of goals, objectives, policies and priorities related to the CHC Human Resources program. Consults with and advises management and supervision to coordinate the application of personnel policies and to resolve grievances. Works with management and staff to help resolve conflicts; serves as staff resource to the CHC Board of Governors.
10. Directs the administration of CHC safety standards, filing of OSHA Reports, preparation and filing of Worker's Compensation Employer Reports of Injury, tracking of Worker's Compensation claims.
11. In cooperation with management and supervision, develops and administers a training program for all CHC employees, including onboarding orientation/training for new employees as well as

in-service training for on-going employees.

12. Responsible for employee relations efforts and activities.

13. Selects, supervises, trains, and evaluates the Human Resources Assistants.

QUALIFICATIONS:

Requires a Bachelor's degree in Human Resources Management or related discipline and a minimum of five years of experience in human resources administration, and 2-3 years of experience in a supervisory capacity. Demonstrated planning and oral and written communications skills required. Prior experience in a health care setting is strongly preferred. A SHRM or HCRI Certification is strongly desired.