

Klamath Health Partnership

Job Description and Responsibilities



Position: Human Resources Manager

Salary Range: \$
Status: Non-Exempt
Reports to: CEO
Location: Klamath Open Door

The Human Resources Manager contributes to the productivity of KHP Inc. by developing and implementing strategies that foster positive employee relations, increase job satisfaction, and limit job turnover. Specific responsibilities include developing and administering various human resources plans and procedures for all company personnel and overseeing recruitment, policy and procedure management, benefits administration, training and development, health and safety, and employee relations.

Key Responsibilities

Management

- Plans, organizes and controls all activities of the department. Participates in developing goals, objectives, and systems.
- Implements and annually updates the compensation program, rewrites the job descriptions as necessary; conducts annual salary surveys; develops a merit pool (salary budget); analyzes compensation; and monitors performance evaluation programs and revises.

Recruitment

- Oversees the advertisements of job postings, source candidates, screen applicants, conducts interviews and coordinates hiring efforts with managers responsible for making final candidate selection.
- Oversees recruiting of all exempt and non - exempt personnel, including temporary employees. Oversees new-employee orientations and monitors career pathing program, employee relations counseling, outplacement counseling, and exit interviewing. Assists in the creation and placement of advertisements.
- Develop and implement strategies that will reinforce KHP, Inc., as an employer of choice to attract skilled personnel.
- Ensure that valued employees are retained and unnecessary turnover minimized through liaisons with managers and staff.
- Create and maintain a tracking system for applications and resumes.

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Policy & Procedure Management

- Stays current and up-to-date on federal and state employment laws and is the liaison for employees for regulations such as Title VII of the Civil Rights Act, the Fair Labor Standards Act, the National Labor Relations Act, and FMLA/OFLA.
- Develops and maintains affirmative action program; files EEO-1 annually; maintains other records, reports, and logs to conform to EEO regulations.
- Develops, recommends, and implements personnel policies and procedures.
- Prepares and maintains the employee handbook on policies and procedures
- Performs benefits administration to include claims resolution, change reporting, approving invoices for payment, annual re-evaluation of policies for cost-effectiveness, information activities program, and cash flow.
- Create and implement an employee policy tracking system. Manage and update current policy as applicable.

Compensation & Benefits Administration

- Work in conjunction with CFO in setting compensation structures and evaluating competitive pay practices, keeping in line with other FQHC/Community Health Centers.
- Maintains employee benefits programs and informs employees of benefits by studying and assessing benefit needs and trends, performing benefit enrollments, and recommend educational programs on benefit programs.
- Monitors and schedules individual pay actions on behalf of the company

Training & Development

- Updates the job requirements and job descriptions for all positions and keeps them current with the assistance of each supervisor.
- Oversees preparation of employees for assignments by establishing and conducting orientation and training programs
- Assist managers with coaching and disciplining employees, scheduling management conferences with employees, hearing and resolving employee grievances, and counseling employees and supervisors.

Health & Safety

- Manage KHP's worker's compensation benefit.
- Assist in the tracking and record-keeping of Employee Health Screenings for Hep B and TB.

Employee Relations

- Create and implement tools for collecting and measuring job satisfaction and employee engagement.
- Assist in resolving workplace conflict and provides recommendations for resolutions.

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- Assist department managers and employees throughout the performance management and goal setting process.

Record Keeping

- Maintains all human resource records, including application/resumes, health & medical records, employment history, seniority lists, earning and hours of work, turnover, by designing a filing and retrieval system, keeping past and current records.
- Evaluates all reports, decisions, and results of each department that concern established goals. Recommends new approaches, policies, and procedures to effect continual improvements in the efficiency of department and services performed.
- Maintain People Trak HRIS.
- Maintain and aid with uAttend timekeeping system.

- Other duties as assigned

Desired Skills:

- Bachelor's degree in human resource/personnel management, and/or a minimum of 4 years HR experience. PHR/SPHR certification or ability to obtain within one year of hire.
- Understands the importance of confidentiality
- Demonstrates strengths of personal integrity, self-confidence
- Excellent interpersonal and written communication skills
- Ability to train new staff in the subject areas of OSHA, HIPAA, Policies & Procedures
- Support the mission of Klamath Health Partnership.
- Must have demonstrated teamwork skills that contribute directly to critical thinking, planning, and cooperation with others in a multi-disciplinary healthcare team.

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Employee Position Description Acknowledgment

I have received a position description or summary of the duties I am to perform. I understand what my duties entail and affirm that I possess the requisite knowledge, skills, abilities, experience, and education to perform the duties described. I can perform them with or without reasonable accommodation. I understand that jobs and duties are subject to change from time to time, as Klamath Health Partnership, Inc., its Board of Directors, Executive Director, or my immediate supervisor deems necessary. Thus, I may be required to perform duties other than those listed, and my job may change over time.

Unless otherwise approved and established by my immediate supervisor, I am scheduled to work from 8:00 a.m. to 5:00 p.m., Monday through Friday. I understand that I am expected to report to work as scheduled, on time, prepared to start work, and remain at work for my entire work schedule. I am responsible for avoiding late arrival, early departure, or other disruptive absences from scheduled hours as far as practicable. My schedule will be prearranged by my departmental supervisor based upon the operational needs of Klamath Health Partnership, Inc., and in keeping with its core mission. I realize that staffing needs and operational demands may necessitate variations in starting and ending times, leave requests, and variations in the total hours that may be scheduled each day and week. I will seek guidance from my supervisor for clarification of all scheduling questions, requests, and guidelines.

I understand that this position description is not a pledge of continued employment in this or any other job for any specific period or under any specific circumstances or conditions. This position description does not change the terms and conditions of the at-will employment relationship explained in the corporate policy handbook.

Employee Signature

Date

Supervisor's Signature

Date