

POSITION DESCRIPTION

POSITION TITLE: Human Resources Manager **REVISED:** November 3, 2015

JOB STATUS: Exempt **REVIEWED BY:** _____

REPORTS TO: Director or above **APPROVED BY:** _____

POSITION PURPOSE

Manages the administration of various Human Resources functions including recruitment and general HR administration. This includes performance management, employee development, process improvement, and other development initiatives to improve the company's performance. Works closely with top level management to establish policies and implement procedures for the management of Human Resources to accomplish the goals and objectives of PHC within budget and within applicable legal requirements.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Effectively manages the recruitment efforts for all assigned areas of PHC, including internal job postings, external advertisements, processing of applications, background screening, pre-employment skills testing, interviews, and preparing necessary documentation.
- Participates in candidate interview process and makes recommendations.
- Manages cost-effective advertising campaigns.
- Administers online application system and ensures all areas of system are accurately set up for all open positions.
- Actively participates in the interview/selection process and makes recommendations on candidate suitability for open positions; ensures minimum qualifications are met per position requirements.
- Manages, oversees, and participates in the development of the human resources recruitment and staffing work plan; assigning work, activities, projects, and programs; monitoring work flow; reviewing and evaluating work products, methods, and procedures.
- Ensures all starting salaries are fair and equitable, within PHC guidelines, and approved by the Sr. Director of Administration prior to extending an employment offer.
- Researches and assesses the impact of new and revised legislation, and recommends changes to PHC policies and procedures as appropriate. Interprets and clarifies procedures and policies to staff, explaining State and Federal labor laws as required.
- Assists with development, implementation, and maintenance of human resources related policies and procedures including the employee handbook and HR policies and procedures.

POSITION TITLE: Human Resources Manager (cont.)

- Works with outside consultant to design, implement, and measure employee engagement via regular employee opinion surveys.
- Advises on staff performance management issues, employee relation issues, and manages the employee performance evaluation function.
- Advises supervisors on best practices and effective solutions in managing staff performance including coaching and constructive feedback.
- Manages employee performance evaluation process, including reviewing and approving evaluation, making recommendations for changes where appropriate.
- Assists with investigations of alleged discrimination and harassment, ensuring the process is conducted in an objective, thorough, and lawful manner.
- Thorough knowledge of PHC policies and procedures, State and Federal labor law. Ensures policies and procedures are accurate. Communicates effectively and professionally with all levels of staff, information related to HR policies and procedures.
- Serves as a resource for staff personnel concerns.
- Serves as a resource for Supervisors and Managers in handling complex employee relation issues, providing counsel on disciplinary and corrective action plans and terminations.
- Conducts exit interviews for all employees. Reviews and tracks possible trends in data received.
- Supervises and directs the duties and activities of assigned staff; including assigning work related tasks as needed and/or as assigned by the Sr. Director of Administration and the Director of Human Resources.
- Oversees temporary staffing needs for assigned areas based on departmental needs.

SECONDARY DUTIES AND RESPONSIBILITIES

- In collaboration with Training and Development, conducts HR related trainings as needed.
- Leads, assigns, and participates in special projects as needed.
- Performs other duties as assigned.

POSITION TITLE: Human Resources Manager (cont.)

HIRING CRITERIA

Education and Experience	Bachelor's degree in Human Resources management; minimum (3) years of human resources, recruitment, or staffing experience preferred; minimum of one (1) year supervisor experience; or equivalent combination of education, training, and experience which provide the required knowledge and abilities.
Special Skills, Licenses and Certifications	Proficient in MS Word, Excel, Outlook, and internet navigation. Thorough knowledge of applicable federal, state, and local labor laws, and ability to interpret and explain. Thorough knowledge of HRIS, ADA, EEO, Equal Pay Act, and wage hour laws. Working knowledge of the principles and practices of benefits administration. In depth knowledge of effective recruiting processes, trends, and strategies. Ability to use independent judgment when setting new hire salaries within PHC guidelines. Knowledge of a variety of Human Resources Information Systems. Valid California driver's license and proof of current automobile insurance compliant with PHC policy are required to operate a vehicle and travel for company business.
Performance Based Competencies	Excellent professional written and verbal communication skills. Effective presentation skills and the ability to interact with all levels of staff and vendors. Excellent organization skills with the ability to coordinate and maintain multiple tasks simultaneously and deliver responses and results within established timeframes. Excellent decision making and analytical skills. Ability to maintain confidentiality of personnel and payroll files. Ability to handle sensitive issues with tact and diplomacy. Effective personnel management principles related to recruitment, selection, employee relations, classification, compensation, and payroll.
Work Environment And Physical Demands	Ability to use a computer keyboard. More than 40% of work time may be spent in front of a computer monitor. When required, ability to move, carry, or lift objects of varying size, weighing up to 25 lbs.

All HealthPlan employees are expected to:

- Provide the highest possible level of service to clients;
- Promote teamwork and cooperative effort among employees;
- Maintain safe practices; and
- Abide by the HealthPlan's policies and procedures, as they may from time to time be updated.

IMPORTANT DISCLAIMER NOTICE

The job duties, elements, responsibilities, skills, functions, experience, educational factors and the requirements and conditions listed in this job description are representative only and not exhaustive of the tasks that an employee may be required to perform. The employer reserves the right to revise this job description at any time and to require employees to perform other tasks as circumstances or conditions of its business, competitive considerations, or work environment change.