



HUMAN RESOURCES MANAGER POSITION DESCRIPTION

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| Date: 9/15/20 | Prepared By: Human Resources | | |
| Position Title: Human Resources Manager | | Department: Administrative | |
| Exempt: <input checked="" type="checkbox"/> Non-Exempt: <input type="checkbox"/> | | | |
| Reports to: CEO/CFO/COO | | | |

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|------------------------------------|------------------------|------------|-------------------|
| Frequent Internal Contacts: | 1. Department Managers | 2. C-Suite | 3. District Staff |
| Frequent External Contacts: | 1. Benefits partners | | |

Number of Employees under Supervision and Titles: No direct or indirect reports, however the position does act as a coach and mentor to District Staff.

Job Summary: The Human Resources Manager, as a one-person HR department, is responsible for the administration and management of all HR functions for the District, while continually strategically evaluating District needs and providing guidance and recommendations to executive leadership.

Values Based Expectations

Expected to act in accordance with our Mission, Vision and Values at all times.

Mission:

Provides skilled, professional and compassionate Emergency Medical Service (EMS) to our community.

Vision:

To be a world leader in out-of-hospital healthcare.

Values:

Integrity

Be honest, committed, and consistent in your words and actions.

Excellence

Strive to continuously improve knowledge, practice and skills.

Community

Be helpful, compassionate, and respectful in all interactions.

Patient Advocacy

Act in the best interest of your patients.

Professionalism

Be loyal, ethical and team oriented.

Essential Duties and Responsibilities:

Business Partner, Legal, Compliance:

- Provide support in all Employee Relations matters

NOTE: This job description is not intended to be an exhaustive list of all duties, responsibilities or qualifications associated with the job. Other duties may be assigned.

- Continually review and provide recommendations to executive management to improve the District's policies, procedures and practices.
- Continually evaluate efficiency of the HR function, providing recommendations of new approaches, gaps or opportunities to address, or policies/procedures to implement.
- Provide recommendations and coaching to supervisory staff on performance/ team management
- Work directly with management staff to create performance development plans
- Assist executive management in annual review, preparation and administration of District's wage and salary program, revising as needed.
- Maintain knowledge of HR trends, legal updates and guidelines, and provide recommendations to District Leadership as needed to ensure District's compliance
- Responsible for communicating changes in District's policies and procedures to ensure understanding and compliance
- Create and facilitate HR training, identifying and making recommendations of training topics based on new legislation, industry trends, needs of the District, and interactions with staff.
- Participate in staff, management and board meetings.

Benefits:

- Provide strategic recommendations for design of benefits package, evaluating needs of the District, staff participation and engagement, and current trends in the marketplace.
- Maintain expert knowledge of current benefits offerings, collaborate, develop, and implement benefits communication and outreach efforts to ensure staff understand current offerings and drive participation and engagement.
- Manage annual enrollment and enrollment of new hires, communicating benefits offerings and providing assistance as needed.
- Serve as point of contact with benefits partners
- Perform benefits administration duties, including claims reconciliation and resolution, and invoice approvals.

ADMINISTRATIVE:

- Manage administration of Worker's Compensation: providing training to Staff, submitting documentation to insurance, and communicating with Supervisors and Staff to provide status updates and set expectations
- Administer and manage leave and/or accommodations under the Family and Medical Leave Act, ADA, and Short Term Disability
- Maintain employee files, file annual EEO-1 report
- Complete exit interviews and unemployment claims
- Serve as system admin and subject matter expert in HRIS system (ADP) performing routine tasks (onboarding, offboarding, generate reports, etc).
- Drive company vehicle on occasion

Talent Acquisition:

- Responsible for full cycle recruiting of all exempt and nonexempt positions: sourcing candidates and reviewing resumes, identifying qualified candidates and conducting initial screens, providing recommendations to hiring team, extending offers
- Serve as main point of contact with all candidates throughout the entire recruiting cycle, providing exemplary customer service at all times, ensuring an excellent candidate experience
- Partner with leadership to identify business needs for new positions, creating job descriptions and postings
- Continually evaluate recruiting processes and procedures to identify opportunities for improvement
- Manage the onboarding process to include background checks, onboarding paperwork, and new employee orientation

NOTE: This job description is not intended to be an exhaustive list of all duties, responsibilities or qualifications associated with the job. Other duties may be assigned.

Please note that this job description is not designed to cover or contain a comprehensive listing of all activities, duties or responsibilities that are required of the employee for this role. Duties, responsibilities and activities may change at any time with or without notice.

Essential Responsibilities Related to Client Privacy

- Expected to protect the privacy of all patient information in accordance with the District’s privacy policies, procedures and practices as required by federal and Colorado law and in accordance with general principles of professionalism as a healthcare provider.
- May access protected health information and other patient information only to the extent that is necessary to complete job duties. May only share such information with those who have a need to know specific patient information to complete their job responsibilities related to treatment, payment or other company operations. Encouraged and expected to report, without the threat of retaliation, any concerns regarding the District’s policies and procedures on patient privacy and any observed practices in violation of that policy to the designated Privacy Officer.
- Expected to actively participate in the District’s privacy training and is required to communicate privacy policy information to coworkers, students, patients and others in accordance with District policy.

Qualifications:

- At least 5 years experience in a HR Business Partner or Manager role
- At least 2 years experience in full cycle recruiting
- Experience with HRIS systems (ADP experience preferred)
- HR Certification preferred: PHR/SPHR, SHRM-CP/SHRM-SCP
- Knowledge of local/state/federal employee laws, regulations, and best practices
- Valid Colorado Driver License with safe driving history

| Essential knowledge, skills and abilities needed for position: | | | |
|---|--|-------------------------------------|-------------------------------------|
| Area | Comments | Required | Preferred |
| Education | High School Diploma | <input type="checkbox"/> | <input type="checkbox"/> |
| | College Degree in Business (Human Resources) preferred | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| Computer Operations | Proficient computer skills; the ability to type, keyboard, navigate in various programs. Familiarity with MS Office and/or Google Suite as well as strong excel skills. Able to quickly learn new systems, as well as search online for resources and information. | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| Licenses or Accreditations | Valid State of Colorado motor vehicle operating license, with continued safe driving history. | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| | HR Certification: PHR/SPHR, SHRM-CP/SHRM-SCP | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| Language and Communication Skills | Ability to communicate orally with a wide range of individuals, in various and potentially stressful situations. | <input checked="" type="checkbox"/> | <input type="checkbox"/> |

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|------------------------------------|---|-------------------------------------|-------------------------------------|
| | Ability to read and interpret documents such as legal guidelines. Ability to write routine reports and correspondence with a high degree of professionalism and accuracy. Ability to effectively interact and communicate with District staff, the Board, and benefits providers. | | |
| Reasoning/Critical Thinking Skills | Sound critical thinking abilities, able to solve complex problems that will mitigate risk and provide the best solution to both employee and the District. Strong analytical and strategic planning skills. | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| Mathematical Skills | Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| Emotional Effort | Work environment frequently hectic with exposure to highly emotional and stressful situations. Must be able to remain calm and professional in all interactions. Able to work independently with little direction. | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| Language Ability: | Bilingual preferred | <input type="checkbox"/> | <input checked="" type="checkbox"/> |

Physical Demands:

| PHYSICAL ACTIVITIES REQUIRED | | | | |
|--|--------------------------|-------------------------------------|-------------------------------------|-------------------------------------|
| Activities | NONE | UP TO 1/3 | 1/3 to 2/3 | 2/3 OR MORE |
| Standing | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| Walking | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| Sitting | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| Driving, in all weather conditions | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Lifting up to 10 pounds | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| Reading papers or a computer screen | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| Reaching with hands and arms | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| Typing, using a keyboard or tablet, writing with a pen and paper | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| Climb or balance (includes stairs) | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Stoop, kneel, crouch or crawl | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Talk and hear, in variable conditions | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> |

ACKNOWLEDGEMENT:

I acknowledge receipt of this job description. I understand that signing this job description does not create a contract of employment nor guarantee employment for any definite period of time.

By signing below you signify that you have read the job posting and you understand, are able and willing to perform the essential functions and duties of the position with or without reasonable accommodation.

NOTE: This job description is not intended to be an exhaustive list of all duties, responsibilities or qualifications associated with the job. Other duties may be assigned.

Applicant's Name

Applicant's Signature

Date

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