**Employee Name:**

**Job Title: Human Resources Manager**

**Department: Human Resources**

**Supervisor: CEO**

**Level: (***Exempt or Non-exempt***)**

**Job Summary:** The HR Manager is responsible for the day-to-day operations of the personnel department also performing HR-related duties on a professional level, supporting the benefits, recruitment, onboarding, education and payroll functions of the department. The HR Manager also provides support to the Hospital Administrator with regard to labor and employee relations. This position will assist in the responsibilities in the following functional areas: training, performance management, onboarding, policy implementation, recruitment/employment, affirmative action and employment law compliance.

**Minimum Qualifications:**

**Education:**

High School diploma or GED, at least 2 years of college in business or human resource services management or a related field.

**Experience:**

Minimum of 2 to 3 years of Human Resources experience. Hospital or Government experience preferred. Professional Certification in HR Field preferred.

**Expectations:**

Adheres to hospital district Policy and Procedures, acts as a role model within and outside the hospital district, performs duties as workload necessitates, demonstrates flexible and efficient time management and ability to prioritize workload, consistently reports to work on time prepared to perform duties of position.

**Other Qualifications Required:**

* Communication, Oral and Written - Ability to communicate effectively with others using the spoken word and to communicate in writing clearly and concisely.
* Conflict Resolution - Ability to deal with others in an antagonistic situation.
* Decision Making - Ability to make critical decisions while following company procedures.
* Honesty / Integrity - Ability to be truthful and be seen as credible in the workplace.
* Interpersonal - Ability to get along well with a variety of personalities and individuals.
* Leadership - Ability to influence others to perform their jobs effectively and to be responsible for making decisions.
* Working Under Pressure - Ability to complete assigned tasks under stressful situations.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

* Provide applicants with information regarding compensation, job benefits, and working
* conditions
* Use of human resources management software to prepare and maintain records of
* employee hiring, promotions, transfers, or terminations
* Explain human resources policies, standards and procedures to employees to ensure
* compliance
* Conduct interviews and review applications to match candidates with job requirements.
* Process various applications, employment, and enrollment, pay change information and
* other confidential forms
* Gathers information &amp; prepares standard to complex reports
* Maintains &amp; distributes current employee information, policy &amp; procedure manuals &amp; other communications
* Perform duties involving employee communications, pre-employment screening, routine
* questions on human resources
* Identifying potential issues &amp; grievances
* Maintains desktop computer systems to support human resources administration &amp; projects
* Other duties as assigned.

Note: The above statements are intended to describe the general nature and level of work being performed by people assigned to this job. This document is not intended to be an exhaustive list of all responsibilities, skills and working conditions for the personnel that are classified.

I accept the responsibilities and authorities of this position. I realize that my evaluation will be based on this job description.

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Employee Signature Date