

 Job Description

**Job Title:** Director of Human Resources

**Classification:** Full Time/Exempt

**Education Required:** Bachelor’s degree required; Master’s degree preferred.

**Reports to:** CEO

**Creation Date:** 01/15/2014

**Revised Date:** 08/10/2017

**Job Summary**
The Human Resources Director is responsible for the overall administration, coordination, and evaluation of the Human Resources function; for providing strategic leadership in staffing, employee relations, compensation, benefits, and training. The Human Resources Director works closely with organization leaders to ensure alignment with the Hospital’s goals, values, policies and legal compliance.

**Essential Duties and Responsibilities**

* Maintains knowledge of industry trends and employment legislation and insures Hospital’s compliance.
* Administers various human resources plans and procedures for the Hospital; assists in development and implementation of personnel policies and procedures; prepares and maintains employee handbook and keeps Human Resources policies and procedures up to date in Policy Stat.
* Performs benefits administration including enrollments, claims resolution, change reporting, and communicating benefit information to employees. Works in conjunction with the CFO on maintaining the enrollment and accuracy of enrollments and contributions for the 401a retirement plan.
* Works with leadership and department heads on compensation; monitors annual performance evaluations, implemented and annually performs 360 Performance Feedback Program for Executive leadership.
* Leads recruitment efforts for all exempt and non-exempt staff; oversees HR portion of new-employee orientations; writes and places job advertisements.
* Works in conjunction with Payroll Coordinator to maintain Employee data in CPSI and Time and Attendance System databases, records and compiles reports. Complies with all reporting requirements for State and Federal governmental entities and Indiana Hospital Association.
* Administers and negotiates national criminal background checks and works with Employee Health Nurse on new hire employee screenings and random monthly drug screenings.
* Responsible for Hospital compliance with Federal and State legislation pertaining to all personnel matters, including accurately maintaining personnel files.
* Works with Department Heads to counsel and discipline employees and participates in making determinations regarding terminations and conducts terminations.
* Processes W2’s, 1094-95C’s, EEO-4 and keeps abreast of evolving Affordable Care Act requirements and reporting.
* Other duties as may be assigned.

**Job Requirements**

**Education:** Bachelor’s degree in Human Resources Management, Human Resource Development or similar field. Master’s degree highly preferred.

**Certification or Licensure**: PHR, SHRM-CP, SPHR or SHRM-SCP certification highly preferred.

**Experience**: At least 5 years previous experience in a management position in Human Resources. Comprehensive knowledge of Indiana and federal labor law, required. Strong relationship building and conflict management skills required. Excellent presentation, facilitation and verbal and written communication skills. Strong attention to detail and ability to effectively handle multiple priorities. Skill in evaluating and selecting among alternatives, and in organizing and implementing plans to achieve selected goals. At least intermediate knowledge of Word, Excel, Outlook, Internet and relational databases or HRIS systems required.

**Physical Requirements:** While performing the duties of this job, the employee is frequently required to sit, stand and walk. Use hands to palpate; reach with hands and arms; balance; stoop, kneel. Occasionally lift and/or move up to 25 pounds. Good visual acuity.

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.