

***Employment at Morrow County Health District***

At Morrow County Health District, we believe that each employee makes a significant contribution to those we serve and the District as a whole.

The District’s vision is to be the first choice for quality, compassionate care, and lead the way in promoting wellness and improving health in our communities. This is made possible by all employees agreeing to adhere to the District’s Promise of Excellence and uphold the District’s values of integrity, compassion, quality, respect, and financial responsibility.

Your contribution to the District and those we care for is not limited by the responsibilities set forth in this job description. This description is designed to outline primary duties, qualifications and job scope, but not limit the employee nor the organization to just the work identified. It is our expectation that each employee will offer their services wherever and whenever necessary.

**Title:** Human Resources Director **Department:** Administration

**Exempt/Non-Exempt:** Exempt **Reports to:** Chief Executive Officer

**General Position Summary:**

The Human Resources Director will plan, develop, and direct the policies, activities, and staff of the Human Resources (HR) department, ensuring legal compliance and alignment with the organization’s mission, vision, and values.

The Human Resources Director oversees the administration of all human resource programs including, but not limited to, compensation, benefits, and leave; disciplinary matters; personnel investigations; performance management; recruitment and retention; recognition and morale; and training and development.

**Essential Functions:**

1. Collaborates with senior leadership to understand and execute the organization's goals and strategy related to staffing, recruiting, and retention.
2. Monitors and ensures the organization's compliance with federal, state, and local employment laws and regulations, and recommended best practices; reviews and modifies policies and practices to maintain compliance.
3. Participate with leadership in collective bargaining negotiations. Ensure organizational compliance with collective bargaining agreement.
4. Oversee all aspects of employee recruitment, including: posting / advertising; screening applicants; participating in interviews as requested; and assisting with hiring selection.
5. Initiate and oversee the hiring process, including: extending employment offers; conducting background checks; arranging employee drug screens; completing reference checks; checking required licenses and certifications; and collaborating with management to set a rate of pay based on skills and experience.
6. Coordinate new hire orientations at least twice monthly.
7. Ensure personnel files are appropriately created and maintained.
8. Oversee tracking of required licenses and certifications for all employees using the District’s electronic human resource system. Provide monthly reports to managers showing upcoming expirations.
9. Lead and participate in personnel investigations following District protocols in partnership with the Compliance Officer.
10. Oversee the corrective action / disciplinary process, including: ensuring policies are applied fairly and uniformly; providing guidance to managers; ensuring appropriate documentation is contained in personnel records for all disciplinary action; and coordinating with the union, legal counsel, and other appropriate parties.
11. Maintain job descriptions for all District positions. Ensure employees sign an updated job description at hire and when transferring internally. Periodically review and update job descriptions in partnership with management.
12. Oversee the assignment of quarterly and as needed training in the District’s electronic learning management system.
13. Coordinate the District’s participation in employee loan forgiveness programs including, but not limited to, Public Service Loan Forgiveness and National Health Service Corps.
14. Participate in salary surveys and conduct salary research as requested.
15. Provides support and guidance to managers when complex, specialized, and sensitive questions and issues arise.
16. Oversee the administration of employee benefits and work with the District’s insurance broker for annual negotiation of employee health insurance coverage and periodic review of other benefits.
17. Responsible for annual IRS reporting of ACA data for the District and notices to employees.
18. Oversee employee leave programs, including OFLA, FMLA, and Oregon Paid Leave.
19. Process all 801 forms with Workers Compensation carrier. Participates in Workers Compensation case hearings via phone and in person as needed.
20. Responsible for maintaining OSHA 300 log and Form 300A completion and postings for all District locations.
21. Oversee District housing, including maintaining a schedule of accommodations.
22. Provide human resource support for Willow Creek Terrace per the management agreement between WCT and the District.

**Secondary Functions:**

1. Participate in continuing education opportunities to stay current on human resource laws and regulations.
2. Keep required postings up to date at each location and on District intranet.
3. Participate in required meetings.
4. Complete all assigned trainings by due date.
5. Assist staff with benefits questions and problems.
6. Assist department managers with finding temporary staffing when needed.
7. Maintain strict patient confidentiality and follow all HIPAA regulations.
8. Follow all infection control precautions and wear proper PPE when required.
9. Other duties as assigned by supervisor.

**Job Scope:**

**Supervisory Responsibility:**

* Recruits, interviews, hires, and trains new staff in the department.
* Oversees the daily workflow of the department.
* Provides constructive and timely performance evaluations.
* Handles discipline and termination of employees in accordance with company policy.

**Interpersonal Contacts:**

Excellent professional interpersonal communication skills are required for in-person, phone and email communications. The HR Director is in constant communication with District managers, staff, providers, community partners and leaders. May represent the District at public meetings and events in a variety of settings with diverse communities. A demonstrated understanding and appreciation for diverse cultures is required. Must be able to interact with others in a thoughtful and professional manner.

**Specific Job Ability:**

* The Human Resources Director must possess excellent communication skills, both written and verbal, and have the ability to work effectively and independently with all levels of staff within the District, and with community partners.
* The Director must possess strong leadership skills and have previous leadership experience.
* Must have excellent problem solving, critical thinking, conflict management, and negotiation skills.
* Must possess good decision making skills and be able to change priorities frequently as needs arise while still meeting various deadlines.
* The Director must be skilled in handling emotionally angry and upset staff members, following and applying policies and keeping records. Must be highly skilled in general office operations and be an experienced user of Microsoft Office programs including Excel, Word, Publisher and PowerPoint.

**Specific Job Effort:**

* Will work primarily indoors at desks.
* Be able to sit, stand, and bend periodically throughout the day.
* Must be able to push, pull, and lift over 10 pounds, occasionally up to 25 pounds.
* Mental efforts of the position include juggling many duties at once and having to change tasks as priorities change. Must be able to handle stressful situations and maintain professional composure.
* Must possess adequate vision, hearing and manual dexterity to perform job duties.
* Must be able to lead meetings, submit reports, and meet deadlines.
* Position will require travel between various points within the District, and may involve occasional out of town travel for training and events.

**Education, Experience and Certification/Licensure:**

* Bachelor’s degree or above in Human Resources, Business Administration, or related field preferred.
* At least five years of human resource management experience required.
* Combination of education and work experience will be considered.

**Job Conditions:**

* Prolonged periods of sitting at a desk and working on a computer.
* The position is subject to possible exposure to blood, body fluids, infectious substances, hazardous materials, odors and noise.
* May be subject to hostile and/or emotionally upset individuals.
* Position will be stressful at times.

*I have read the above position description. I will perform the position to the best of my ability. A copy of this position description will be placed in my personnel file.*

*Signature of Employee Date*