



Human Resources Manager

Job Code: HRBC - 124
Revision Date: Dec 21, 2018

Salary Range:
\$30.01 - \$49.10 Hourly
\$2,400.80 - \$3,928.00 Biweekly
\$62,429.00 - \$102,128.00 Annually

FLSA: Exempt

Overview

We are an agency committed to innovative behavioral health services in trauma-informed care that promote healing and recovery to instill a sense of empowerment and foster a lifelong sense of resilience.

General Description

The purpose of this job is to manage the employment services, and benefits and compensations related programs at Emergency Health Network (EHN). This includes the direct management of EHN employees assigned to benefits and compensation related processes and activities. This position requires the incumbent to operate in accordance with local, state, and federal laws, as well as with EHN company policies, standards, and ethical guidelines. This position is also accountable for fostering positive relationships with internal and external business partners so that the HR Department functions to maintain credibility and consistency within the organization and the community to increase participation.

This class works independently, under limited supervision, reporting major activities through periodic meetings.

Duties and Responsibilities

The functions listed below are those that represent the majority of the time spent working in this position. Management may assign additional functions related to the type of work of the position as necessary.

- Supervises, directs, and evaluates assigned staff, processing employee concerns and problems, directing work, counseling, disciplining, and completing employee performance appraisals.
- Coordinates, assigns and reviews work and establishes work schedules; maintains standards; monitors status of work in progress; inspects completed work assignments; answers questions; gives advice and direction as needed.
- Develops specifications for new plans or modifies existing plans to maintain EHN's competitive position in labor market, and obtain uniform benefit provisions for all employee groups, where possible.
- Evaluates and compares existing benefits with those of other employers and municipalities through surveys, and other sources of information.

- Plans, develops, and/or participates in area surveys. Analyzes results of surveys and develops specific recommendations for submission.
- Develops information for new plans and makes recommendations to management concerning sharing of cost between employer and employee. Implements approved new plans and changes by preparing email blasts, notices, booklets, and other media for communicating new plans to employees.
- Conducts employee meetings and plans/implements all phases of the annual benefits open enrollment for employees and retirees. Facilitates the enrollment of newly eligible employees in plans.
- Revises and issues communications material on human resources best practices, and employee benefits as needed.
- Advises and counsels management and employees on employee benefit options.
- Prepares and executes, with appropriate approval, benefit documentation such as original and amended plan documents, benefit agreements and insurance policies. Instructs insurance carriers to effect changes in benefits program.
- Ensures prompt and accurate compliance to changes in laws and directives.
- Consults with legal, to assure compliance with general human resources practices, provisions of Health Insurance Portability and
- Accountability Act (HIPAA), Consolidated Omnibus Budget Reconciliation Act (COBRA), Affordable Care Act (ACA), federal and state laws, and all other regulations impacting benefits.
- Supervises preparation of reports and applications required by law to be filed with federal and state agencies, such as Internal Revenue
- Service and other regulatory agencies.
- Facilitates development of benefit information and statistical and census data for actuaries, insurance vendors, and management.
- Handles elevated benefit inquiries and complaints to ensure quick, equitable, courteous resolution. Maintains contact in person, and by phone or mail, insurance companies, employees, and beneficiaries to facilitate proper and complete utilization of benefits for all employees.
- Supervises maintenance of benefit records, enrollment and application records.
- Performs other duties as assigned.

Minimum Education and Experience Requirements

Requires a Bachelor's Degree in Human Resources, Business or Political Administration or related major supplemented by four (4) years of experience in human resources, benefits administration, insurance or closely related field plus two (2) years in a supervisory position; or possession of any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities.

Experience with trauma-informed services; cognitive behavioral therapies, including DBT; and motivational therapies including the use of incentives, preferred.

Required Knowledge and Abilities

Knowledge of trauma-informed theories, principals, and practices (includes multi-faceted understanding of concepts such as community trauma, intergenerational and historical trauma, parallel processes, and universal precautions), preferred.

Physical Demands

Performs sedentary work that involves walking or standing some of the time and involves exerting up to 10 pounds of force on a regular and recurring basis or sustained keyboard operations.

Unavoidable Hazards (Work Environment)

- None

Special Certifications and Licenses

- Must acquire certification in one of the following programs within one year of employment:
 - HRCI, SHRM or IPMA
- Must possess and maintain a valid state Driver's License with an acceptable driving record.
- Must be able to pass a TB, criminal background and drug screen.

Americans with Disabilities Act Compliance

Emergence Health Network is an Equal Opportunity Employer. ADA requires Emergence Health Network to provide reasonable accommodations to qualified persons with disabilities. Prospective and current employees are encouraged to discuss ADA accommodations with management.

Other Job Characteristics

- Staffing requirements, including criteria that staff have diverse disciplinary backgrounds, have necessary State required license and accreditation, and are culturally and linguistically trained to serve the needs of the clinic's patient population.
- Credentialed, certified, and licensed professionals with adequate training in person-centered, family centered, trauma informed, culturally-competent and recovery-oriented care.

Note: This Class Description does not constitute an employment agreement between the Emergence Health Network and an employee and is subject to change by the Emergence Health Network as its needs change.