



Arroyo Vista Family Health Center

Job Description

Position Title: Director of Human Resources

Summary:

Under the direction of the Chief Executive Officer, the Director of Human Resources is responsible for the overall administration, coordination and evaluation of the human resources function.

DUTIES AND RESPONSIBILITIES:

1. Responsible for annually reviewing the agency's policies, procedures and practices on personnel matters, making recommendations for improvement, communicates changes in personnel policies and procedures and ensures compliance.
2. Responsible for maintaining knowledge of industry trends and employment legislation and ensures agency's compliance.
3. Responsible for assuring agency compliance with federal and state legislation pertaining to all personnel matters.
4. Responsible for assuring Agency compliance with the Joint Commission and Health plan standards pertaining to all personnel matters.
5. Responsible for maintaining responsibility and oversees all employee benefits administration, including 401k plan administration. Responsible for coordinating investment committee meetings and reviewing plan performance with committee and Agency financial advisor.
6. Responsible for assisting executive management in the annual review, preparation and administration of agency wage and salary program.
7. Responsible for the personnel recruitment process, for the interview process, the hire process and for coordinating or conducting exit interviews to determine reasons for separations.
8. Responsible for consulting with legal counsel as appropriate, or as directed by the CEO, on personnel matters.
9. Responsible for working directly with department managers to assist them in carrying out their responsibilities on personnel matters.
10. Responsible for recommending, evaluating and participating in staff development for the agency.
11. Responsible for developing and maintaining a human resource system that meets agency personnel information needs.
12. Responsible for supervision of the human resource department staff and responsible for the performance management and hiring of the department staff.
13. Responsible for Agency safety programs, emergency preparedness, and environment of care, including training and drills.
14. Responsible for following all Agency safety and health standards, regulations, procedures, policies, and practices.

15. Responsible for participating on committees and special projects and seeks additional responsibilities.
16. Performs other duties as assigned.

REQUIREMENTS

Education, training, experience:

1. Bachelor's degree with major or emphasis in Human Resources.
2. Five (5) to ten (10) years' progressively responsible Human Resources experience.
3. Excellent verbal and written communication and presentation skills.
4. Excellent interpersonal skills.
5. Proficiency in all Microsoft Office programs and HRIS.
6. Ability to work well with others in a professional manner in a team oriented working environment.
7. Valid California driver's license, access to an automobile, and state-required auto liability coverage.
8. PHR-CA certification preferred.
9. Bilingual in English and Spanish preferred.
10. HR experience in the health care setting desirable.

Arroyo Vista will consider qualified applicants with criminal histories.