



# Harbor Community Clinic

593 W. 6<sup>th</sup> Street ♦ San Pedro, CA 90731-3105 ♦ (310) 547-0202

<b>Title</b>	Human Resources Manager
<b>Department(s)</b>	Administration
<b>Reports to</b>	CEO
<b>FLSA Status</b>	Exempt, Full-Time

## JOB SUMMARY

The Human Resources Manager is responsible for proactively managing all human resources functions including full cycle recruitment, payroll and benefit administration. They will work directly with executive and mid-level management to provide advice and counsel regarding employee relations, human resources best practices, policies and regulations. The Human Resources Manager will have a solid understanding of federal, state, and local labor laws and how they pertain to Harbor Community Clinic. Additionally, they will drive training and education to ensure compliance among HCC clinical staff.

## EXPECTATIONS

- Adheres to all Harbor Community Clinic's policies and procedures
- Conducts self in a manner that represents Harbor Community Clinic's core values at all times
- Maintains a positive and respectful attitude with all work-related contacts
- Communicates regularly with his/her immediate supervisor about departmental and Harbor Community Clinic concerns
- Consistently reports to work prepared to perform the duties of the position
- Meets productivity standards and performs duties as workload necessitates

## MISSION AND VALUES

Our mission is to provide low cost, high quality health care to people who do not have access to any other medical care. Employees must possess a strong commitment to the mission, policies, goals and philosophy of Harbor Community Clinic.

## ESSENTIAL DUTIES & RESPONSIBILITIES

- Manages the entire life cycle of the employment experience, recruitment/hiring, on boarding, orientation, performance evaluation and or disciplinary actions, wage and salary structure, pay increases, and exit interviews.
- Reviews and approves payroll report prior to submission.
- Works closely with the leadership team to review and improve current systems including the development and revision of polices and procedures.
- Partners with senior leadership to develop HR strategies that support achievement of business objectives, including design and implementation of proactive programs to support business growth, a high performance culture, effective talent acquisition strategies and programs, a strong employer reputation, employee engagement, effective employee relations, and legal compliance.
- Provides training, guidance and support to directors and supervisors on human resources-related issues and responds to inquiries regarding personnel policies, procedures, and employee information.
- Coordinates investigations as a result of staff complaints, and recommends course of action, including requisite documentation, and or interviews related to disciplinary actions,

including, coaching, warnings, performance improvement plans, terminations, and layoffs.

- Oversees benefit administration including health, life, and LTD insurance, pension plan, COBRA, leaves of absence (FMLA, CFRA, Pregnancy Disability, etc.), unemployment insurance, and ensures prompt and accurate information is communicated to employees.
- Guide HCC on all compliance, human resource activities and associated State, Federal and Local Laws (i.e. COBRA, Wage & Hour, EEOC, Workers Comp, ADA, FMLA, CFRA, etc.)

## QUALIFICATIONS

**Education:** Bachelor Degree from an accredited college or university in Human Resources or related area of experience. Prefer SHRM Certification (SHRM-CP) or PHR credentials, or be open to obtaining certification.

**Experience:** Five to seven years of managerial or administrative experience in the public or private sector as a Human Resources Manager or similar role.

- Must be knowledgeable of current federal and state employment laws and regulations including, but not limited to, Wage and Hour laws, ADA, FMLA, CFRA, OSHA, workers' compensation, I-9 requirements, COBRA, etc.
- Must possess well-developed written and verbal communication skills and strong analytical, interpersonal and problem solving skills.
- Must have the ability to handle and resolve confidential/sensitive issues with tact and diplomacy and maintain a professional demeanor.
- Must have the ability to work well with deadlines and quickly adapt to changing priorities.
- Proficient in use of MS Word, and Excel; experience with ADP payroll system preferred.

## PHYSICAL REQUIREMENTS

The physical requirements described here are representative of those that must be met by an employee to successfully perform the essential functions of the job. While performing the duties of this job, the employee is regularly required to sit; use hands to manipulate objects, tools or controls; reach with hands and arms; and talk and hear. The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception and the ability to adjust.

**Hours:** Harbor Community Clinic is open Monday – Thursday 8am-7pm, and Friday 8am-5pm. This is a Full-Time Exempt position, and the employee is expected to work at least an 8-hour-day.

## Equal Employment Opportunity Statement

Harbor Community Clinic provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, gender, sexual orientation, national origin, age, disability, marital status, amnesty, or status as a covered veteran in accordance with applicable federal, state and local laws. Harbor Community Clinic complies with applicable state and local laws governing non-discrimination in employment in every location in which the organization has facilities. This policy applies to all terms and conditions of employment, including, but not limited to, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation, and training.

## Acknowledgment

The above statements define this position as it currently exists and are intended to describe the general content of and requirements for this job. They are not to be considered as an exhaustive statement of duties, responsibilities, or requirements and does not limit the assignment of additional duties at the discretion of the supervisor. Harbor Community Clinic is an at-will employer.

In addition, Harbor Community Clinic may change your duties, compensation or hours, or transfer, reassign, promote, demote, suspend or otherwise change the terms and conditions of your employment (other than the at-will relationship), with or without cause or prior notice.

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Employee Name

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Date

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Employee Signature