



Opportunity for Human Resources Manager

Salary Range: \$81,600 - \$98,800 annually

Are you looking for a rewarding position that not only offers great benefits but an opportunity to give back to the community? Come join the Parktree Community Health Center Team! Parktree Community Health Center provides comprehensive and integrative medical, dental, and behavioral health services to the local community in the Pomona and Ontario areas.

We are looking for an energetic and professional **Human Resources Manager** to join our team.

Job Summary: The Human Resources Manager leads the HR department in executing policies, managing employee relations, and ensuring compliance with employment regulations. This role requires strong organizational skills, independent judgment, attention to detail, and a commitment to professionalism and confidentiality.

Comprehensive Employee Benefits including:

- Comprehensive Medical/Dental/Vision benefits for Full-Time employees (employer paid for employee, subsidized for dependents)
- Generous Paid holidays (up to 10 days annually), Vacation (starting accrual is 17 days annually), and Sick time (5 days annually)
- Retirement Plan with employer match (up to 4%)
- Tuition Assistance / Continuing Education benefits
- Opportunity to apply for Federal Loan Repayment Programs and more!

Essential Functions:

- **Human Resources Leadership & Compliance:**
 - Serve as the liaison between employees and Insperity Professional Employment Organization (PEO).
 - Collaborate with the leadership team to develop and implement HR strategies aligned with organizational goals.
 - Guide management on complex HR issues, ensuring compliance with employment laws and best practices.
 - Develop, update, and maintain HR policies and procedures.
 - Ensure compliance with federal, state, and local employment regulations.
 - Oversee staff credentialing, licensure, and compliance with required training.
 - Maintain personnel records, ensuring compliance with licensure, certification, and health requirements.
 - Provide HR data for local, state, and federal reports.
 - Oversee payroll processes in coordination with Insperity and the Finance Department.



- **Employee Relations and Support, Recruitment and Staffing:**
 - Handle sensitive employee grievances and conduct HR investigations.
 - Manage employee onboarding and off-boarding processes.
 - Coordinate team-building activities and employee satisfaction initiatives.
 - Lead full-cycle recruitment for exempt and non-exempt positions, including job postings, interviews, background checks, and offers.
 - Partner with department leaders to clarify and develop job descriptions.
- **Benefit Administration & Safety Management**
 - Manage employee benefits, including health insurance, retirement plans, and other benefits outlined in the Employee Handbook.
 - Process leaves of absence requests and oversee workers' compensation claims.
 - Participate in risk management, compliance committees, and business continuity planning.
 - Implement emergency operation procedures during workplace emergencies and natural disasters.

Qualifications:

- **Education:** A bachelor's degree in business administration, human resources, or a related field is required.
- **Experience:** A minimum of 4 years of human resources experience is required, and experience within the healthcare industry is a plus.
- **Knowledge:** Strong knowledge of California and multi-state employment laws is a plus.
- **Skills:** Strong communication, interpersonal, and conflict-resolution skills. Excellent organizational skills with attention to detail. Proficient in Microsoft Office and ability to manage multiple priorities.
- **Certification:** SHRM certification preferred.

Physical Requirements:

- Prolonged periods of sitting and computer work.
- Ability to lift/move up to 30 pounds.
- Reasonable accommodations can be made for individuals with disabilities.

To apply please send your resume (in PDF or Word Format) to:

David.Kadar@ParkTreeCHC.org

Parktree Community Health Center (PCHC) is an equal opportunity employer. PCHC does not discriminate on the basis of race, color, creed, national origin, veteran's status, medical condition or disability, religion, ancestry, age, sex, marital status, or sexual orientation in accordance with all applicable requirements of Federal and State laws.