

Southern Seven Health Department

Position Description:

TITLE: Human Resources Administrator (HRA)
DIVISION: Administration
REPORTS TO: Executive Director (ED)
SUPERVISES: Human Resources Assistant and Maintenance Division
FLSA: Exempt, Non-Medical (E, NM)
CLASS: Non-Bargaining Unit

I. POSITION SUMMARY:

Plan, organize and direct all aspects of the human resources department, overseeing administration of hiring, onboarding, retention, termination, personnel records, legal compliance, compensation, and benefits. Responsibilities include development and administration of personnel policies and procedures, pay structure and programs for employee training, health, safety, and morale.

II. ESSENTIAL FUNCTIONS:

1. Participates with Executive Group to address agency and management issues including but not limited to the review or development of staffing plans, position coverage issues, salary/pay plan development and revisions, recruitment and selection processes and supervision. Provides advice on human resource legal and regulatory issues as required.
2. Develops and maintains the Personnel Policies and Procedures Manual in compliance with the various employment laws, both state and federal, and Board of Health action.
3. Assists Division Administrators and Directors with revisions and development of job descriptions.
4. Coordinates the fringe benefit program in conjunction with the 3rd Party Administrator and business office staff in particular. Fully knowledgeable and conversant regarding the program to answer staff inquiries about the program. Coordinates the annual re-enrollment of employees.
5. Participates in Management Bargaining Committee. Conducts disciplinary meetings with the PH Division and coordinates employee grievance procedures.
6. Sets policies for hiring and oversees adherence to EEOC and Affirmative Action programs and diversity goals set by the agency.
7. Facilitates regularly scheduled maintenance meetings to assure work orders and inspections are completed in a timely manner.

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- 8.** Oversees maintenance of accurate and complete personnel records. Ensures that rules concerning confidentiality and retention are followed.
- 9.** Conducts staff meetings as required to discuss personnel issues and/or explain and disseminate information which impact staff.
- 10.** Completes wage, benefit and workforce analysis surveys as required.
- 11.** Assists with development and maintenance of risk management program to minimize the potential for accidents or losses associated with Department operations and activities. Ensures that worker's compensation and commercial liability claims are properly reported and processed.
- 12.** Organizes and presents training to supervisors with regard to employment law issues, recruitment and selection process, documentation, safety, progressive discipline, and grievance administration and other topics as needed in conjunction with Division Administrators and Directors.
- 13.** Monitors the Employee Assistance Program (EAP). Works closely with the EAP Contractor to ensure that employees fully utilize services as appropriate. Monitors mandatory referred employees.
- 14.** Acts as Freedom of Information Act (FOIA) Officer.
- 15.** Assists Division Administrators and Directors with agency compliance for certification/reviews conducted by oversight and/or grant funding entities.
- 16.** Prepares for and participates in contested unemployment benefit hearings.
- 17.** Be familiar and comply with the requirements of the policies and procedures adopted by Southern Seven Health Department as required by the Health Insurance Portability and Accountability Act (HIPAA).
- 18.** Responsible for carrying out best practices for safety procedures concerning children, staff, families, and community individuals, and for assessing current practices and finding ways and areas needing improvement in addition to participating in site safety committee(s).

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III. NON-ESSENTIAL FUNCTIONS:

1. Participates as a member of the after-hours response team.
2. Participates on agency committees to represent Administration as assigned by the Executive Director.

IV. ADDITIONAL DUTIES AND RESPONSIBILITIES:

1. All duties necessary to meet requirements Agency programs.

TRAINING COMPONENT

Participates in continuing education or staff development through seminars, conferences, or workshops at personal or departmental expense.

V. QUALIFICATIONS:

1. Education, Training, and Experience
 - A. BS Degree in Human Resources, Business or Public Administration or related **AND**
 - B. Three (3) years successful work experience at the manager's level in human resources.
 - C. Prefer Human Resources Certification
2. Knowledge, Skills, and Abilities
 - A. Knowledge and use of all modern office products including basic computer skills.
 - B. Knowledge and use of English language, grammar,
 - C. Knowledge and use of appropriate telephone etiquette.
 - D. Carry out detailed oral and written instructions.
 - E. Communicate effectively in written and verbal form.
 - F. Perform basic arithmetic calculations.
 - G. Plan, organize and supervise work of others.
 - H. Extensive current knowledge and proven expertise in human resources management.
 - I. Anticipate and/or identify problems and nurture problem solving activities among staff.
 - J. Maintain open communication with peers and staff and encourage suggestions and constructive criticism.

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3. Certifications and Other Requirements

- A. Required: DCFS criminal background check; employee physical assessment, valid driver’s license & auto liability insurance.
- B. Recommended: CPR, First Aid
- C. Maintain home or message telephone.

4. Physical Requirements

- A. **Strength:** Lift/carry up to 25 pounds on occasion and 10 pounds frequently.
- B. **Movement:**
 - 1. **Routine:** Sit, walk or stand for prolonged periods.
 - 2. Use near visual acuity to review both written documents and text on computer monitor.
 - 3. Hear and understand speech at normal room levels and on the telephone.
 - 4. Operate a telephone, keyboard and mouse for prolonged periods of time.
 - 5. Occasion: Lift horizontally and vertically, bend and stop, push/pull, twist.
 - 6. Drive an automobile.
- C. Blood Borne Pathogen: Minimal Risk Occupational Exposure.

VI. RECEIPT AND APPROVAL RECORD

I understand that I am to be knowledgeable of and perform the duties set forth in this job description. I further understand that this description is intended only to be a summary of my more significant duties and responsibilities and that I am to perform such similar, comparable or related duties as may be required or assigned which may not be contained herein.

Employee	Date
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Approved By:	Executive Director	Date
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