



# **Goodland Regional Medical Center**

## **Job Description**

**Job Title:** Human Resource Generalist  
**Classification:** Exempt/Salaried  
**Reports To:** Human Resource Manager  
**Position Type:** Full-Time  
**Hours Worked/Shift:** Monday - Friday  
**Date Last Reviewed:** April 24, 2023

**Summary:** Responsible for coordination of human resource activities including recruitment and on-boarding of new employees. Develops & recommends human resource practices & procedures that assist in the growth & development of the facility. Acts as point-of-contact for benefits and benefits management consultant to ensure compliance with Federal, State, and Local laws & regulations. Create environment supportive of improved employee engagement. Organizes new hire orientations, ensuring that new hires are informed of GRMC policies and procedures, and meets with employees as needed to ensure proper training and education are made available.

### **Essential Functions:**

1. Consults with all levels of administration in carrying out human resource functions.
2. Demonstrates knowledge of facility's history, mission, vision, values, services & organizational structure.
3. Aids in formulating budget that is cost-effective for human resource department.
4. Develops & evaluates recruiting strategies & resources.
5. Determines appropriate media advertising for recruitment including internet.
6. Participates in college/university career fairs for recruiting purposes.
7. Analyzes market factors involving compensation, shift differential, and benefits in coordination with the senior leadership team.
8. Works with administration to determine salaries, compensation issues, and other human resource policies & procedures.
9. Develops & maintains a list of job descriptions for the facility.
10. Evaluates & refers qualified applicants to department managers, both external and internal.
11. Performs reference and/or background checks on applicants consistent with State, Federal and Healthcare regulatory guidelines.
12. Coordinates with employee health on pre-employment drugs screens & physicals.
13. Work with benefit management consultants to review benefits with staff periodically; answer staff benefit questions & assists in claims submission as may be needed.
14. Conducts exit interviews; provides summaries to department managers.
15. Completes payroll and termination paperwork for all employees including communication with finance, payroll, administration, IT, facilities, etc.
16. Coordinates with administration to seek legal opinions when confronted with certain human resource issues particularly regarding termination of employment.
17. Explains and provides termination information & answers questions for departing staff.
18. Maintains human resource files & thorough documentation on each employee.
19. Maintains a sensitive, fair, and impartial approach in employee relations.
20. Attends meetings, prepares reports, and analyzes & provides recommendations in a timely & accurate manner.

21. Interacts with department managers on a wide range of performance issues/evaluations.
22. Reviews all terminations & written disciplinary actions before they are carried out to ensure the facility's policies & procedures are met.
23. Insures compliance with conflict resolution policy.
24. Reviews all leave request forms (FMLA). Ensures compliance with leave request processes.
25. Provides leadership with employee engagement support to include timely surveys, survey data and measurable timely action plans formulated with leaders and validated by employees.
26. Performs all duties as assigned for both GRMC and RCHC and all other duties as assigned.

**Competencies:**

1. Excellent management and supervisory skills.
2. Excellent written and verbal communication skills.
3. Excellent organizational and time management skills.
4. Ability to handle multiple assignments and balance priorities.
5. Expresses good judgement and decision-making abilities.
6. Ability to maintain fair and impartial relations with staff.
7. Maintain a high level of confidentiality.
8. Proficient in Microsoft Office Suite or similar software.

**Position Qualifications:**

Minimum Education: High School Diploma required. Bachelor's Degree preferred with degree in Human Resources.

Minimum Experience: Prefer 3-5 years of experience in either administration or business supportive role. Eligible for membership in American Hospital Association personal membership group: American Society for Healthcare Human Resources Administration (ASHHRA), Society for Human Resources Management (SHRM) and Kansas Hospital Association (KHA).

**Certifications/Licensures:** Professional in Human Resources (PHR) certification preferred, or the ability to obtain within one year.

**Working Environment:** Majority of work time spent sitting in departmental confines; some movement about office and business department necessary.

**Physical Demands: \*\***

<b>Stand:</b>	Frequently	<b>Lift/Carry:</b>		<b>Push/Pull:</b>	
<b>Walk:</b>	Frequently	0-10 pounds:	Occasionally	10-25 pounds:	Never
<b>Sit:</b>	Frequently	10-20 pounds:	Occasionally	25-50 pounds:	Never
<b>Squat/Kneel:</b>	Occasionally	20-50 pounds:	Never	50-100 pounds:	Never
<b>Bend:</b>	Occasionally	50-100 pounds:	Never	100+ pounds:	Never
		100+ pounds:	Never		

*\*\*Reasonable accommodations may be made to enable individuals with disabilities to perform the position accountabilities without compromising patient care or departmental efficiency. However, should it be determined that the employee cannot meet the position accountabilities with or without accommodation, it is the right of GRMC to release the individual under Kansas "Employment at Will" doctrine\*\**

**Professional Requirements:** Adheres to policies, procedures, and always maintains confidentiality. Attends annual in-services completes annual education in a timely manner. Represents GRMC and RCHC in a positive, professional manner on the job, electronically and in the community. Complies with all hospital policies regarding ethical business practices; communicates the mission statement & core values of GRMC and RCHC both on and off the job.

**Acknowledgement:**

I hereby acknowledge that I have received a copy of this position description and that I have both read and understand its contents. I hereby accept responsibility for fulfilling position expectations. I also acknowledge that the Administration or governing body of GRMC and RCHC may modify the requirements of this job or eliminate it at any time, if deemed necessary. I acknowledge that this position description is representative of overall job requirements but not necessarily comprehensive in its description of all aspects of the job, and I agree that other duties not explicitly mentioned herein may nevertheless be reasonable job expectations on the part of Goodland Regional Medical Center and Rawlins County Health Center.

**I have received, read, and understand this job description for my position at GRMC and RCHC.**

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Supervisor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Human Resource Signature: \_\_\_\_\_ Date: \_\_\_\_\_



## **Goodland Regional Medical Center** **Job Description**

**Job Title:** Recruiter  
**Classification:** Exempt/Salary  
**Reports To:** Human Resources Manager  
**Position Type:** Full-Time  
**Hours Worked/Shift:** Monday - Friday  
**Date Last Reviewed:**

**Summary:** The Recruiter will research, develop, and implement effective recruiting and staffing strategies to attract a diverse pool of qualified and capable talent for the organization.

### **Essential Functions:**

1. Develops, facilitates, and implements all phases of the recruitment process.
2. Collaborates with department managers to identify and draft detailed and accurate job descriptions and hiring criteria.
3. Identifies and implements efficient and effective recruiting methods and strategies based on the available role, industry standards, and the needs of the organization.
4. Assists with job posting and advertisement processes.
5. Screens applications and selects qualified candidates.
6. Schedules interviews; oversees preparation of interview questions and other hiring and selection materials.
7. Assists with the interview process, attending and conducting interviews with managers, directors, and other stakeholders.
8. Collaborates with the hiring manager and/or other human resource staff during the offer process, identifying and recommending salary ranges, incentives, start dates, and other pertinent details.
9. Ensures compliance with federal, state, and local employment laws and regulations, and company policies.
10. Attends and participates in college job fairs and recruiting sessions.
11. Performs other job duties as assigned by the Human Resource manager.
12. Demonstrates knowledge of the overall function of the Human Resource Department.
13. Requires minimal supervision in performance of job duties.
14. Understands how to prioritize responsibilities to ensure completion of duties.
15. Helps to complete tasks that are within his/her job description.
16. Provides assistance when needed in those areas that may require assistance from human resources.
17. Is a self-starter; initiates the meeting of responsibilities without prompting.
18. Demonstrates efficiency by setting priorities in relation to product flow.
19. Participates in performance improvement and continuous quality improvement activities relevant to human resources.
20. Performs all duties as assigned for both GRMC and RCHC and all other duties as assigned.

### **Competencies:**

1. Excellent management and supervisory skills.
2. Excellent written and verbal communication skills.



3. Excellent organizational and time management skills.
4. Ability to handle multiple assignments and balance priorities.
5. Expresses good judgement and decision-making abilities.
6. Ability to maintain fair and impartial relations with staff.
7. Maintain a high level of confidentiality.
8. Proficient in Microsoft Office Suite or similar software.

**Position Qualifications:**

Minimum Education: Minimum of a high school education or GED; post high school study in a clerical or business area preferred for this position.

Minimum Experience: Prefer 3-5 years of experience in either administration or business supportive role. Eligible for membership in American Hospital Association personal membership group: American Society for Healthcare Human Resources Administration (ASHHRA), Society for Human Resources Management (SHRM) and Kansas Hospital Association (KHA).

Certifications/Licensures: Professional in Human Resources (PHR) certification preferred, or the ability to obtain within one year.

Working Environment: Majority of work time spent sitting in departmental confines; some movement about office and business department necessary.

**Physical Demands: \*\***

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Human Resource Signature: \_\_\_\_\_ Date: \_\_\_\_\_