

Goodland Regional Medical Center Rawlins County Health Center Job Description

Job Title:	Human Resource Director
Classification:	Exempt/Salaried
Reports To:	CEO
Position Type:	Full-Time
Hours Worked/Shift:	Monday - Friday
Date Last Reviewed:	March 20, 2024

Summary:

The Human Resource Director will plan, lead, direct, develop, and coordinate the policies, activities and staff of the Human Resource (HR) department, ensuring legal compliance and implementation of the organization's missions and talent strategy.

Essential Functions:

1. Recruits, interviews, hires, and trains new staff in the department.
2. Oversees the daily workflow of the department.
3. Provide constructive and timely performance evaluations.
4. Handles discipline and termination of employees following company policy.
5. Collaborates with senior leadership to understand the organization's goals and strategy related to staffing, recruiting, and retention.
6. Plans, leads, develops, coordinates, and implements policies, processes, training, initiatives, and surveys to support the organization's human resource compliance and strategy needs.
7. Administers or oversees the administration of human resource programs including, but not limited to, compensation, benefits, and leave; disciplinary matters; disputes and investigations; performance and talent management; productivity, recognition, and morale; occupational health and safety; and training and development.
8. Identifies staffing and recruiting needs; develops and executes best practices for hiring and talent management.
9. Conducts research and analysis of organizational trends including review of reports and metrics from the organization's human resource information system (HRIS) or talent management system.
10. Monitors and ensures the organization's compliance with federal, state, and local employment laws and regulations, and recommended best practices; reviews and modifies policies and practices to maintain compliance.
11. Maintains knowledge of trends, best practices, regulatory changes, and new technologies in human resources, talent management, and employment law; applies this knowledge to communicate changes in policy, practice, and resources to upper management.
12. Develop and implement a departmental budget.
13. Facilitates professional development, training, and certification activities for HR staff.
14. Performs other duties as required.

Competencies:

1. Excellent verbal and written communication skills.
2. Excellent interpersonal and negotiation skills.
3. Excellent organizational skills and attention to detail.
4. Excellent time management skills with a proven ability to meet deadlines.
5. Strong analytical and problem-solving skills.
6. Strong supervisory and leadership skills.
7. Ability to adapt to the needs of the organization and employees.
8. Ability to prioritize tasks and to delegate them when appropriate.
9. Thorough knowledge of employment-related laws and regulations.
10. Proficient with Microsoft Office Suite or related software.
11. Proficiency with or the ability to quickly learn the organization’s HRIS and talent management systems.

Position Qualifications:

Minimum Education: Prefer Bachelor's degree in Human Resources, Business Administration, or related fields preferred.

Minimum Experience: At least 5 years of human resource management experience required. SPHR certification highly preferred.

Certifications/Licensures:

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

Working Environment:

Prolonged periods of sitting at a desk and working on a computer. Must be able to lift 15 pounds at a time.

Physical Demands: **

Stand:	Frequently	Lift/Carry:		Push/Pull:	
Walk:	Frequently	0-10 pounds:	Occasionally	10-25 pounds:	Never
Sit:	Frequently	10-20 pounds:	Occasionally	25-50 pounds:	Never
Squat/Kneel:	Occasionally	20-50 pounds:	Never	50-100 pounds:	Never
Bend:	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 AND RCHC AND RCHC AND RCHC AND RCHC to release the individual under Kansas "Employment at Will" doctrine

Professional Requirements:

Adheres to policies and procedures and always maintains confidentiality. Attends annual in-services and 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 and 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: _____