

 Oroville Hospital <b>Job Description for  Director of Human  Resources</b>	Department:	<b>Human Resources</b>
	Dept.#:	<b>8650</b>
	Last Updated:	<b>11/05/2009</b>

### **Reports To**

Chief Operating Officer

### **Job Summary**

The Director of Human Resources provides leadership and coordination of company Human Resource functions. The Director of Human Resources assists responsible for the operational, quality, human resource, and financial management of the Human Resources Department.

### **Duties**

1. The Director of Human Resources assists with design and implementation of policies and procedures related to employee relations, compensation and benefits, training and development, safety and employee health programs
2. Recruit, train, supervise, and evaluate department staff.
3. Create company training and organizational development plan to meet personal, professional, and organizational needs of the company employees.
4. The Human Resource Director coordinates the services and training through leadership and collaboration with colleagues throughout the organization.
5. Directs the administration of benefit programs to include: health, retirement, death, disability and unemployment.
6. Evaluates and recommends improvements to benefit programs.
7. Assists and coordinates grievances and mediates workplace disputes.
8. Evaluates procedures and technology solutions to improve human resources data management.
9. Assists in recruiting and placement to maintain staffing levels to accomplish organizational goals and objectives.
10. Evaluates company culture and provides recommendations on changes to accomplish organizational goals and objectives.
11. Recommends and establishes Human Resource policies and procedures.
12. Establishes and implements short and long range departmental goals, objectives, policies and operating procedures.
13. Works closely with department managers to facilitate staff development.
14. Performs other duties as assigned.

**Qualifications**

1. Master's degree, preferably in Human Resources, Business Administration, or related field
2. 5 Years experience in Human Resources
3. Membership in a professional organization and attendance at HR related conferences
4. 1 year experience in a unionized environment
5. HR Certification- Senior Professional Human Resources (SPHR) or PHR preferred
6. Must have knowledge of federal and state legal and regulator requirements related to Human Resource functions, to include Title VII, DFEH regulations, ERISA, NLRA, and Title 22
7. Must have knowledge of and a demonstrated ability in financial management and reporting, quality improvement processes, and human resource management
8. Must have the ability to communicate effectively in writing and verbally
9. Must have the ability to motivate, delegate, analyze information and problem solve
10. Behavior should be reflective of Oroville Hospital core values
11. Must be able to fulfill the essential functions of the position

**Lifting Requirements**

Sedentary - generally not lifting more than 10 lbs. maximum and occasionally lifting and/or carrying such articles as ledgers, files and small items.