



Consolidated Tribal Health Project, Inc.

Human Resources Manager

Department: Human Resources	Reports To: Executive Director
FLSA Status: Exempt	Pay Grade: 7.5
Classification: RFT	Hours of Work: 40
Covered Position: Yes	Approved: 3/13/19

Job Summary

This position guides and manages the overall provisions of Human Resources services, policies, and programs for the entire organization.

Job Duties & Responsibilities

- Responsibilities shall include but are not limited to: planning, organizing, directing, and administering a comprehensive human resource program for a primary care community clinic.
- Establishes, directs, and oversees staffing activities and procedures necessary to recruit and hire qualified applicants and retain an effective workforce.
- Directs and oversees employee transfers and the employment termination process.
- Provides direction and guidance to management for disciplinary actions and employees grievances.
- Manages and oversees CTHP employee safety policies, develops, implements, and ensures the application of policies, regulations, and standards relating to occupational health and safety, ensuring the organization follows all California and federal labor laws and OSHA requirements.
- Manages and enforces organizational policies, including reviewing and making recommendations for revising CTHP Policies, Personnel Policies, as appropriate.
- Manages and administers CTHP compensation and benefit programs.
- Oversees employee leave (i.e., FMLA, short term disability, Workers' Comp., etc.) to ensure compliance with state and federal laws.
- Manages employee relations and employee assistance process.
- Identifies and leads activities that improve performance and productivity of our employees, our teams, and our business through the application of communications, recognition programs, and organizational development; enhances the development of our employees and improves our business performance.
- Develops and directs training programs for staff and managers to achieve organizational goals.
- Interacts with, assists and advises other department directors/managers on a wide range of staff performance issues, critical administrative tasks, reporting, process improvement, documentation, HR laws and regulation, and other human resource issues.
- Develops strong working relationship with CTHP executives, management and staff providing advice, training, guidance, and coaching as needed.
- Provides training for managers and supervisors on new laws or regulations related to personnel issues and wage and hour regulations.
- Develops systems for maintaining personnel files and documents in accordance with federal and state labor laws and personnel information confidentiality requirements and ensures compliance with such records.

- Develops and manages office systems and procedures to ensure protection of privacy and confidentiality of personnel matters; maintains complete personnel records, keeps them up-to-date, and ensures their confidentiality, protection, and security.
- Maintains appropriate boundaries with staff and limits disclosure of confidential personnel and clinic matters to the appropriate level of staff that needs to be involved.
- Develops and monitors the Human Resources Department annual budget, action plans & strategic goals.
- Attends meetings, prepares reports and analyzes and provides recommendations in a timely manner. Provides regular updates to the Board, attending ad-hoc meetings as the board requires.
- Reviews all terminations and written disciplinary actions for all departments before they are carried out to ensure the clinic's policies and procedures are met.
- Mediates conflicts between employees and management to resolve misunderstanding and facilitates communication to promote effective working relationships.
- Facilitates the development of an employee-oriented culture that emphasizes quality, continuous improvement, high performance, and employee participation.
- Perform other duties as assigned.

Minimum Qualifications (Education & Experience)

- Bachelor's degree in business administration or related field.
- Five (5) years of experience in HR/Personnel related activities with thorough knowledge of the principles and practices of HR administration and related functions and laws.
- A combination of experience, education, and training may substitute for degree requirements on a year for year basis.

Preferred Qualifications (Education & Experience)

- Bachelor's degree in business administration with emphasis in HR Management or related field.
- Six (6) years of experience as an HR Manager/Director in a healthcare setting.
- PHR/SPHR Certification.
- Indian Preference applies to all Consolidated Tribal Health Project (CTHP) positions in accordance with CTHP Policy and applicable federal law

Necessary Knowledge, Skills, and Abilities

- Maintains knowledge of industry and HR trends, employment laws, and ensures organization's compliance.
- Strong understanding and sensitivity to American Indian/Tribal culture and lifestyle, working effectively with American Indian/Alaska Native populations.
- Effective oral and written communications skills with sensitivity to lifestyles of targeted participants.
- Skills in operating personal computer using a variety of computer software.
- Ability to establish and maintain cooperative working relationships with management, coworkers, and outside contacts.
- Ability to maintain strict confidentiality and comply with all applicable federal and tribal privacy laws, as well as CTHP policy (HIPAA, HITECH, etc.).
- Ability to learn and apply program/agency operating policies and procedures.
- Ability to manage multiple priorities and tasks concurrently and meet deadlines.
- Ability to work independently as well as with teams.

Working Conditions

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this Job, the employee is regularly required to use hands to finger, handle, or feel; reach with hands and arms and talk or hear. The employee is frequently required to stand and/or sit. The employee is occasionally required to walk; sit and climb or balance. The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, peripheral vision and depth perception. The noise level in the work environment is usually average.

Conditions of Hire

- In accordance with CTHP policy, all employment at CTHP is "at will" and based on mutual consent. This means that the employee or CTHP may terminate employment at any time and for any reason with or without notice. No term of employment is expressed or implied for this "at-will" position.
- May be required to possess and maintain a valid driver license or capable of obtaining one; as well as be insurable by CTHP's company insurance.
- CTHP complies with the Drug-Free Workplace Act of 1988, whereby employees shall not manufacture, distribute, dispense, possess, use, or be under the influence of drugs or alcohol, and must pass a pre-employment and subsequent random drug and alcohol screening to be eligible for and maintain employment.
- CTHP has several positions which must comply with the P.L. 101-630 Indian Child Protection and Family Violence Protection Act (ICPA); all employment offers in the "covered" classification are conditional until CTHP has received a Federal criminal background check verifying eligibility to work in these programs.
- Due to providing healthcare services, employees are subject to an annual TB screen and flu shot, should an employee opt to not take the flu shot they will be required to wear a face mask during flu season. Covid vaccine is required. See Covid Policy.

This Job Description describes the essential duties and qualifications. It is not an exhaustive statement of all the duties, responsibilities, or qualifications of the job; management has the exclusive right to alter or add to this job description at any time without notice. Incumbent(s) may not be required to perform all duties listed and may be required to perform additional duties as assigned.

Employee Printed Name

Employee Signature

Date

Supervisor Printed Name

Supervisor Signature

Date