

Human Resource Manager Job Description

Job Title – Human Resource Manager	Reports to: Chief Human Resource Officer	
Job Code-	Overtime Status: XX Exempt (not eligible)_ Non-Exempt(eligible)	
Department – Human Resource	Prepared by:	Date:
Facility -	Approved by:	Date:
<p>Job Summary The incumbent will be responsible for the Human Resource (HR) Administration of the hospital. The incumbent provides leadership, direction, coordination, and administration to the HR Administration department. The incumbent will carry-out her/his duties by adhering to the highest standards of ethical and moral conduct, acts in the best interest of XXX Hospital, and fully supports the mission, vision, and values of XXX Hospital. The incumbent will have knowledge of health care HR systems, and have demonstrated ability to interact, relate to, work with, and support the activities of a diverse workforce.</p>		
<p>Supervises</p> <ul style="list-style-type: none"> • HR Generalist • Recruiter • Nurse Recruiter • Compensation/Benefits Specialist • Employee Relations Specialist 		
<p>Primary Responsibilities</p> <ul style="list-style-type: none"> • Source, recruit, hire, train, and retain HR staff • Prepares succession planning reports • Coordinates yearly performance management process with senior management • Facilitates in-house continuing education seminars • Coaches managers on corrective action documentation • Conducts exit interviews • Facilitate New Hire Orientations • Communicates new company information 		
<p>Other Responsibilities</p> <ul style="list-style-type: none"> • Attends HR meetings • Attends staff meetings • Coordinates employee benefits enrollment process 		
<p>Education/Certifications/Licenses</p> <ul style="list-style-type: none"> • Bachelor's degree in Human Resources or related discipline • Master's degree preferred • SPHR certification 		
<p>Experience</p> <ul style="list-style-type: none"> • Required - 5-7 years as a HR professional • Preferred - 5-7 years as a health care HR professional 		
<p>Special Skills/ Equipment</p> <ul style="list-style-type: none"> • Proficient in Microsoft Office, HRIS system • Bilingual in Arabic, ASL, Cantonese, Hindi, Japanese, Korean, Mandarin, Polish, Russian, Spanish, or Vietnamese preferred 		
<p>Contacts</p> <p>Internal patients, providers, staff, and volunteers</p> <p>External patients, providers, vendors, community agencies, and advocates and regulatory agencies</p>		
<p>Physical, Mental Demands/Working Environment <i>Note: Reasonable accommodations may be made for individuals with disabilities to perform essential functions of this position.</i></p>		

Human Resource Manager Job Description continued

General Activity	Number of Hours				
	None	1-2	2-4	4-6	6-8
Drive		X			
Sit				X	
Stand		X			
Walk		X			
Motion	Up to 1/3 of shift		1/3 or more of shift		
	Bend				
	Squat				
	Crawl				
	Climb				
	Reach	X			
	Lift	X			
	Carry	X			
	Push	X			
	Pull	X			
	Twist				
Turn					
Use of Hands and Feet	Gross Motor Function		Precise Motor Function		
	Right Hand	X			
	Left Hand	X			
	Right Foot	X			
Left Foot	X				
Weight Lifted/Force Exerted	Up to 1/3 of shift		1/3 or more of shift		
	Up to 10 pounds				
	Up to 25 pounds	X			
	Up to 50 Pounds				
	Up to 100 pounds				
More than 100 pounds					
Body Fluid Exposure	No <u>XX</u>		Yes		
Mental Demands		YES		YES	
	Attention Span	X	Memory	X	
	Concentration	X	Patience	X	
	Conceptualization	X	Problem Solving	X	
Influence People	X	Relate to Others	X		
Working Environment		YES		YES	
	Indoor	X	Loud Noise	X	
	Outdoor		Fumes		
	High Temperatures		Confined Areas	X	
Low Temperatures		Radiation Area			

List any other physical requirements: [type here]

Disclaimer

NAME OF HOSPITAL GOES HERE does not discriminate on the basis of race, color, religion, sex, sexual orientation, age, national origin, marital status, citizenship, physical or mental disability, or veteran status.

The above job description is intended to describe the general nature and level of work being performed by people assigned to this job. The list is not intended to be an all-exhaustive list of responsibilities and duties required and may include other duties as assigned.

I have read the above position and understand the provisions and intent thereof. I agree that I shall perform said duties to the fullest intent to the mutual interest of the hospital and myself.

Employee-Print Name and Date

Employee Signature

Supervisor-Print Name and Date

Supervisor Signature