



Contact Name: HR Department

E-mail Address:

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Phone Number: 859-235-3530

Job Title: Human Resources Director

Category: Professional

Position Summary:

Performs a wide variety of managerial tasks, provides support to Senior Leaders to ensure the success of HR programs, goals, and strategic initiatives. Key areas of focus will be: Overseeing HR department functions and staff, administering policies and procedures, recruitment, compensation, employee relations, training and development, benefits, and employee engagement. This position will maintain strict confidentiality of information and strives to create a friendly, cooperative atmosphere for all HMH staff. This job description in no way states or implies that these are the only duties to be performed by this employee. The employee will be required to follow any other instructions and to perform any other duties requested by the employee's supervisor.

Essential Functions:

- Responsible for developing the techniques and procedures for the activities of recruitment, induction, placement, and orientation of hospital employees to ensure adequate levels of staffing.
- Maintains a compensation strategy based on market research and pay surveys.
- Assists in the development of uniform employment policies necessary to achieve the objectives of the hospital, insure maximum utilization and stability of personnel.
- Confers with Department Heads and Supervisors to discuss improvement of working relationships and conditions.
- Prepares and/or completes surveys related to turnover, wages, benefits, morale, and other Human Resources considerations.
- Assists Department Heads and Supervisors in the preparation of job descriptions and specifications.
- Acts as employee liaison.
- Assists in the investigation of the causes of disputes and grievances and brings them to resolution, including corrective action.
- Monitors a system of record keeping and maintains proper control over central personnel files.
- Supervises Human Resources employees.
- Assists in the administration and development of benefit services and other employer/employee programs, including employee orientation, employee service awards programs, pension plans, paid time off, leave of absence, educational assistance, performance appraisal, competency assessment, etc.
- Administers Workers' Compensation program.
- Ensures compliance with all local, state, and federal regulations involving personnel.
- Prepares Human Resources budgets.
- Completes employee performance appraisals and competency assessment in a timely manner and returns to Human Resources.

Qualifications:

Candidate must have a degree in HR Management or a related field. This candidate will also possess three to five years of experience, preferably in a healthcare setting. An HR Certification is also preferred. Candidate must be familiar with all key areas of HR including but not limited to; current HR practices and techniques, training and leadership methods, compensation, recruitment, benefits administration, employee relations, workers compensation and employment law.

How to Apply: <https://www.joblinkapply.com/Joblink/4369/Job/Index/685362/human-resources-director?ShowBackButton=True&BackUrl=%252fJoblink%252f4369%252fSearch%252fResults%253fsavedSearchId%253d7e2ff36a-f961-4a1f-b707-f8cddf46e6d8>.

Deadline to Apply: January 8, 2024