

Community Health Alliance of Pasadena (CHAP)
Job Description

Title: Director of Human Resources
Department: Human Resources
Reports To: Chief Executive Officer
Directs: Human Resources Coordinator/all HR personnel as Department grows
EEOC: Exec/Sr Officials & Mgrs
FLSA Status: Exempt
Salary Range: \$70,000 (low) – \$80,000 (mid-point) – \$90,000 (high)

Send resume to: akurdoghlian@chapcare.org

Community Health Alliance of Pasadena (CHAP) strives to pay its workforce at the mid-level or 50% of the salary range. For new hires, we offer pay at less than the 50% mark to allow for growth. CHAP offers a generous employee benefit package. The combination of the pay and benefits results in a total compensation package in the 70% of the competitive salary range.

Summary

The Director of Human Resources plans, organizes and directs all aspects of the Human Resources function for all the affiliates and businesses of the Community Health Alliance of Pasadena (CHAP) including all aspects of employment, recruitment, compensation, employee benefits and employee relations, Equal Opportunity Compliance (including the annual AAP), as well as training and development for all employees conducted through the Human Resources Department. The HR Director stays abreast of workforce issues to ensure satisfactory resolutions. Understands and supports the mission, vision, values and strategic plans of CHAP and the HR Department. Strategically provides an array of HR services which encompass the dignity, compassion and confidentiality of each individual.

CHAP's Expectations of all Employees

- Adheres to all CHAP's Policies and Procedures
- Conducts self in a manner that represents CHAP's core values at all times
- Maintains a positive and respectful attitude with all work-related contacts
- Communicates regularly with her/his immediate supervisor about Departmental and CHAP concerns
- Consistently reports to work prepared to perform the duties of the position
- Meets productivity standards and performs duties as workload necessitates

Essential Duties and Responsibilities

- Participates in the strategic planning process for CHAP by contributing vision, leadership, innovative ideas and expertise to the process and people management. Participates in the development of the overall business plan, objectives, human resource philosophy and the strategic business planning to assure a balance between the business goals and trends in human resource management.
- Acts as a resource and counselor to the senior management team in matters relating to human resources policy implementation and strategic decision making. Provides effective leadership by establishing collaborative relationships at all levels within the organization and championing a philosophy that promotes an accessible, hands-on human resources presence.
- Selects, trains/orients and assigns HR Department staff (either directly or through subordinate supervision, when applicable). Develops standards of performance, evaluates performance, and initiates or makes recommendations for personnel actions throughout the organization.

- Reviews, revises, maintains and interprets established HR Policies and Procedures. Assures existing HR Policies are current and updated to adjust to business needs and State and Federal regulations and applicable accrediting bodies and grantors. Recommends and drafts additional policies and procedures as required.
- Develops and recommends the HR Departmental Operating Budget and strives to operate within efficient and effective budget parameters each fiscal year.
- Directs the preparation, filing and record keeping of all HR reports and records for senior management, as required and assures the fulfillment of HR goals and objectives.
- Oversees the coordination of the Workers' Compensation Program, State and Federal Family Medical Leave program, and the Americans with Disability Act as they interrelate to employees requiring various leaves of absence. Assures all related programs are conducted in a non-discriminatory manner and meet legal requirements.
- Evaluates changing demographic, legal, and technical developments in the HR field and develops new programs responsive to such needs.
- Participates in the development of CHAP's philosophy as an employer and the related impact on compensation, competitive benefits, employee relations and training initiatives.
- Acts as arbiter in policy and employee relation matters regarding wage and salary issues, employee disputes and works with management to create an employee relations climate that fosters a positive working relationship between management and staff.
- Educates and informs managers and supervisors in other departments of HR Policy and Procedures.
- Ensures the confidentiality, security and accuracy of personnel data and develops organization-wide statistics, cost projections, and HR files on all employees. Ensures compliance with employee/employer-related regulatory requirements.
- Maintains professional growth and development through seminars, workshops and professional affiliations to keep abreast of the latest trends in the field of expertise.
- Serves on various committee meetings as required, including the Personnel committee of the Board of Directors.
- Provides for the orientation, training and education of all employees via New Employee Orientation, annual training programs, and management training programs. Ensures the provision of professional development opportunities for staff.
- Consults with both internal and external legal counsel, as required, on lawsuits, legal, compliance issues, job eliminations and separation matters.
- Performs other related duties as required.

Qualifications

Education: Bachelor's Degree in Human Resources or related field; Master's Degree preferred

Experience: A minimum of ten (10) years experience in healthcare human resources Administration preferred. Demonstrated ability to lead and manage in a complex organization with constant change is required.

Knowledge/Abilities:

The ability to build credibility and trust in the human resources function throughout the organization. Good verbal and written communications skills; an excellent listener with the ability to relate well with a diverse group of constituents. A self-starter with a high energy level and a can-do attitude; a sense of urgency and the ability to conceptualize and build a proactive human resources function with the capacity to contribute to the strategic direction of the organization and respond to the needs of a diverse workforce. Experience with HRIS systems and Microsoft Office applications are required.

Physical Demands/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 may be required to drive to all CHAP facilities as needed. The ability to sit for extended periods of time. The employee must occasionally lift and/or move up to 25 pounds.

Travel, generally within the Greater San Gabriel Valley and/or Greater Los Angeles, may be required on an occasional basis.

Acknowledgement of Receipt

I have reviewed this job description and understand that my supervisor can answer any questions I may have about what is expected of me in this position.

Employee Name

Employee Signature

Date