

PACIFIC RETIREMENT SERVICES
Rogue Valley Manor
JOB DESCRIPTION

Department:	Human Resources	Incumbent:
Position:	Human Resources Generalist/Manager	Reports to: Vice President Human Resources

In the following job description:

E = Essential job duty
N = Non-essential job duty

POSITION PURPOSE:

Responsible to direct and administer the human resources function by planning, implementing, and evaluating employee relations and human resources policies, programs and practices. Develops, recommends and implements policies and programs in: recruitment, selection and employment, organizational planning (staffing), training, compensation administration, benefits administration, labor relations, workers' compensation, risk management, safety, and any other areas related to personnel administration. Provides guidance, technical assistance and advice in these areas to management and operating staff.

SPECIFIC RESPONSIBILITIES:

E Recruitment, Selection, Placement

Maintains staff by establishing a recruiting and selection program. Processes requisitions, posts open positions, writes and places advertising of position openings, does reference checking, criminal background checks, and pre-employment drug testing and physicals. Monitors changes of job requirements, conducts job analyses and updates job descriptions. Attends Job Fairs and Career Days. Counsels supervisors on candidate selection. Responsible for all offers of employment. Conducts "New Employee" orientation and assists new employees in completing all necessary paperwork. Conducts and analyzes exit interviews; compiles monthly turnover report, reduces turnover by determining causes and recommends action.

E Performance Appraisal

Ensures planning, monitoring, and appraisal of employee work results by training supervisors to coach and discipline employees. Monitors employee performance reviews. Counsels employees and supervisors. Acts as advisor to supervisors for employee disciplinary procedures.

E Personnel Policies/Procedures

Implements personnel policies and procedures. Recommends changes in policies and procedures to the Vice President of Human Resources.

- E **Benefits Administration**
Maintains employee benefits programs and informs employees of benefits. Conducts employee benefit meetings. Oversees the enrollment and termination of employees on benefits and the COBRA administration process. Assists employees with processing of problem benefit claim. Works with Regional HR Director at “open enrollment period” and with all aspects of benefit administration.
- E **Workers' Compensation**
Works with Safety Coordinator to monitor all work related injuries and oversee claims management to bring claims to closure.
- E **Ensures Legal Compliance**
Monitors and implements applicable human resource federal and state requirements; conducts investigations; maintains records and represents company at hearings. Responsible to report and correct any unlawful employment condition and/or practice. Reviews and revises all forms relating to personnel for legal terminology and compliance.
- E **Safety**
Guides and promotes safe work performance and loss prevention. Works with the Safety Coordinator to develop safety systems, policies, and procedures; developing safety campaigns, communications, and recognitions. Administers the "Drug Free Workplace" Program.

Complies with federal, state, and local safety regulations by studying existing and new legislation; anticipating future legislation, interpreting standards; enforcing adherence to regulations; and advising management on actions to be taken.

Coordinates and directs the Emergency Preparedness Committee and serves on the Risk Management Committee.
- E **Compensation Program**
Administers a compensation program for both exempt and non-exempt employees.

Works with Vice President of Human Resources to evaluate and rank jobs, establish external equity by defining the labor market; identifying benchmark jobs; selecting competitor organizations; conducting pay surveys; analyzing pay and related data. Maintains total compensation program by studying proportion of pay, benefits, incentives, and intangibles; recommending program adjustments to Vice President Human Resources. Monitors and schedules individual pay actions.
- E **Training and Development**
Recommends and implements training programs for all staff. Prepares training and resource materials and conducts in-service training sessions.

E Employee Relations

Prepares supervisors to interact with employees by recommending, developing, and conducting training programs; reviewing proposed decisions and actions. Resolves supervisor and employee dissatisfaction by investigating complaints and concerns; evaluating and offering possible courses of action; providing advice, guidance and direction. Maintains human resource records by documenting incidents and resolutions of problems. Maintains supervisor and employee confidence and protects reputations by keeping information confidential.

With the Vice President of Human Resources, may represent the organization at hearings by preparing a strategy; collecting and presenting information. Maintains open communication channels with employees and supervisors by answering questions; explaining policies and procedures; encouraging the use of the appeal system.

Acts as a part of the "Employee Assistance Team" in regard to personal problems and concerns of employees.

E General

E Completes status changes/reports and communicates all personnel information on new hires, transfers, and terminations to Accounting.

E Maintains current and historical human resource records by designing a filing and retrieval system. Prepares special reports by collecting, analyzing and summarizing information and trends. Conducts human resource audits.

E Responsible to organize, schedule and oversee all special employee events (ie. picnic, Christmas party, pizza party, recognition events, etc.).

E Responsible to supply information to publish an employee, benefits, and safety newsletter.

E Reports and monitors all unemployment claims. Represents company at unemployment hearings.

E Maintains professional and technical knowledge by attending educational workshops, reviewing professional publications; establishing personal networks and participating in the local and national Human Resources Management Association. Provides information regarding the human resources profession and function to employees and interested members of the community.

E Attends operational staff meetings at Rogue Valley Manor.

N Special projects as assigned by the Regional Human Resources Director , Vice President of Human Resources and/or Executive Administrator of Rogue Valley Manor.

Job Specifications:

Hours

This administrative exempt position is full-time, requiring a minimum average of forty (40) hours per week. Work hours shall remain flexible to meet the needs of the organization, its staff, operations, and community/industrial involvement. Reports directly to the Vice President Human Resources.

Knowledge:

This position requires significant advanced knowledge of the human resources field, the result of a minimum of four (4) years of college with a B.A. or B.S. degree in business, human resource management or a related field, and/or 3-5 years experience in this field.(E) Professional Human Resources Certification preferred. (N)

Independent Judgement:

Incumbent works toward broad goals defined by the Vice President Human Resources and Executive Administrator of Rogue Valley Manor. (E) Incumbent determines operating policies and procedures for approval by the Vice President of Human Resources. (E) The planning focus is generally a minimum of a 1 - 3 year plan.

Relations with Others:

Job role requires substantive interaction with employees and occasional interaction with residents, trustees, families, volunteers and constituent groups concerning matters of importance to the organization. Requires a high level of tact, persuasion, judgement and timing.

Working Conditions:

Majority of work is sedentary. Some walking, bending, stooping, twisting, reaching and handling.(E) Occasional light lifting up to 35 lbs.(N)

Safety:

Responsible for the safety and health of all employees within the department. Responsibilities include; the promotion of safety awareness; being an active member of the safety committee; conducting routine environmental safety survey; conducting prompt accident investigation; assisting with medical surveillance; and providing department specific safety and health training to comply with state and federal safety regulations. Whenever conditions(s) exist that pose immediate threat to life or harm, you will intervene to ensure the safety of employees, patients/visitors and vendors.

Blood Borne Pathogen Job Classification

Category III

HIPAA Requirement:

Moderate

Impact of Actions:

Controls areas of the organization which can have a major effect on its financial welfare. These areas include: staffing, employee relations, public relations, budgeting and internal control, legal issues relating to federal, state and local compliance and employee rights.

Supervisory Responsibilities: Supervision of HR Assistants and Safety Coordinator (E) Full accountability for the results of the activities of assigned Human Resources personnel.(E) On 24 hour call.(E)

Acknowledgment:

I understand and acknowledge that this job description/job analysis sets forth the basic tasks and duties of the job identified and shall not be considered a detailed description of all job requirements that may be needed to perform the job. Pacific Retirement Services/Rogue Valley Manor needs may necessitate performance of multiple other tasks, duties and responsibilities, including, but not limited to, assuming the responsibilities of other positions in order to deliver a high quality of service.

I further understand and acknowledge that Pacific Retirement Services/Rogue Valley Manor reserves the right to revise and/or change job duties and responsibilities as needed.

Incumbent Signature
4/08 tn

Date