

Wasatch Mental Health



JOB CLASSIFICATION & SPECIFICATIONS

JOB TITLE:	Human Resource Director	CLASS CODE:	130
DEPARTMENT:	Administration	EFFECTIVE DATE:	
DIVISION:	Administration	LAST REVISED:	1/12

GENERAL PURPOSE

Performs a variety of **complex administrative, managerial and professional** tasks related to planning, organizing, directing and coordinating the human resource system of Wasatch Mental Health, including classification, compensation, recruitment, selection, employee relations, corrective & disciplinary actions and training.

SUPERVISION RECEIVED

Works under the general supervision of the Executive Director.

SUPERVISION EXERCISED

Provides supervision to Human Resource Assistant's and related clerical support staff as needed. Assumes functional supervision over WMH human resource activities performed in the various departments.

ESSENTIAL FUNCTIONS

Develops and administers all aspects of Wasatch Mental Health's Human Resource Management functions; develops, implements, and updates personnel policies; establishes guidelines and practices; oversees personnel file management; identifying archival needs, electronic personnel file management using the Great Plains (or complete) management system; assures completeness and confidentiality of HR files; monitors and assures center-wide compliance with federal and state statutes; solicits legal opinions in matters of liability; investigates alleged violations of law and HR regulations; investigates worker comp claims.

Maintains center-wide position control document (HR Blueprint) to assure all positions and personnel budget are protected; processes all requests for positions per policy and in accord with established personnel rules; **conducts formal recruitments for vacant and created positions; determines testing procedures and successive hurdles; monitors and verifies appointments are made in accordance with established policies and rules; administers manual and dexterity tests to applicants.**

Develops and implements new staff orientation program; oversees, develops and implements ongoing mandatory staff training for all staff, i.e., code of conduct, sexual harassment, accident reporting, drugs in the workplace, conflict of interest, etc.; documents content/attendees of mandatory training sessions; provides training and staff support to supervisors for various departments upon request or as needed to implement system-wide personnel policy and management actions. Organizes and maintains the electronic training system (i.e. Essential Learning Program) capabilities.

Assists program managers or initiates the development and implementation of communication, recognition, training and incentive programs; assists employees to resolve work related problems; **develops working relationships with community professionals as needed to secure special employee assistance.**

Oversees general employee relations processes; monitors application of policies to assure fair and consistent treatment of employees, i.e., recruitment, selection, compensation, advancement, etc.; resolves complex issues related to compensation, discipline and discharge; prepares eligibility lists based upon results of formal recruitment efforts, certifies finalist candidates.

Administers agency grievance process; administers proactive employee relations program, **promotes harmony among workers and resolves grievances; coordinates the appeals and grievance hearing processes and procedures; assures timely processing of grievances and various review levels; coordinates hearing times and locations; sits as member of the review board as needed.**

Plans and directs implementation and administration of benefits programs designed to insure employees against loss of income due to illness, injury, layoff, or retirement; directs preparation and distribution of written and verbal information to inform employees of benefits programs such as insurance plans, pension plans, paid time off, and special employer sponsored activities; analyzes existing benefits policies; acts as cafeteria plan administrator, approves all requests for payment or reimbursement from IRS approved accounts, i.e., FSA's, HSA's, DCAP's, etc.; reviews and researches changes in IRS rules and regulations affecting agency benefit operations and programs.

Oversees agency compensation programs and system; conducts internal and external studies to assure pay equity and market competitiveness; directs overall performance evaluation program through department heads and supervisors; administers and interprets center's merit system; develops and implements personnel management rules as required by law; oversees timesheet submittal policy; monitors leave practices, overtime practices, etc.; monitors employee pay progression based upon established policy and practice.

Approves personnel actions and manages record keeping functions related to insurance coverage, pension plan, and human resource transactions such as hires, promotions, transfers, performance reviews, and terminations; directs or performs the preparation of employee separation notices and related documentation, and conducts exit interviews to determine reasons behind separations; prepares reports and recommends procedures to reduce absenteeism and turnover; oversees and verifies bi-weekly payroll for accuracy.

Manages center efforts to maintain a drug-free workplace; promotes drug free lifestyles to assure employee, co-worker and general public safety; conducts employment pre-offer and post-offer drug screenings; coordinates and conducts random drug testing of workforce to assure compliance with ordinance and various state and federal regulations.

Directs or performs in the completing of various surveys and reports as required by state and federal agencies in monitoring employment practices and procedures (EEO/AAP).

Performs other related duties as required.

MINIMUM QUALIFICATIONS

1. Education and Experience:

A. Graduation from college with a Master's degree in human resource administration, public administration or a related field;

AND

B. Five (5) years of progressively responsible work experience related to the management of human resources, including but not limited to, recruitment and selection activities, benefit program administration and computer based records management;

OR

C. An equivalent combination of education and experience with a professional certification as PHR or SPHR.

2. Knowledge, Skills, and Abilities:

Considerable knowledge of human resource management theory, methods, and practices; the legal environment related to human resource management; benefit, retirement, and compensation laws and guidelines; employee classification, compensation and benefits, recruitment, selection, training, and labor relations; departmental operations including applicable laws and regulations; principles of supervision, including evaluation and motivation; federal and state laws as they apply to human resource management practices; benefit costing procedures; training methods; basic computer operation. **Working knowledge of** budget development and fiscal accounting principles, practices and procedures; risk management and safety practices.

Considerable skill in the art of diplomacy and cooperative problem solving; leadership and organizational behavior management; establishing and maintaining effective working relationships with State, Federal, and other local officials, elected officials, and subordinate staff. Skill in the operation of PC Computer, calculator, fax machine, copy machine, telephone.

Ability to communicate effectively, verbally and in writing; prepare and analyze comprehensive reports; maintain quality work production while dealing with deadline pressures imposed from within and without the division; make basic decisions where established procedures do not always apply; perform complex mathematical computations; operate personal computer and apply various program applications related to word processing, spread sheets and desktop publishing; develop effective working relationships with supervisor, fellow employees, and the public.

3. Work Environment:

Incumbent of the position performs in a typical office setting with appropriate climate controls. Tasks require variety of physical activities, not generally involving muscular strain, such as walking, standing, stooping, sitting, reaching, talking, hearing and seeing. Common eye, hand, finger dexterity required to perform essential job functions but may be accommodated. Mental application

utilizes memory for details, verbal instructions, emotional stability, discriminating thinking and creative problem solving.