

RECRUITMENT ANNOUNCEMENT

Wasatch Behavioral Health

Provo, UT

Phone: (801) 852-4714

www.wasatch.org

Posting Date: 10/25/2021

Closing Date: Open Until Filled

Full Time Human Resources Director

PCN#: HR01

Excellent Benefits Package Including:

Public Employee Health Plan Medical and Dental Insurance
Employer Provided Health Savings Account (HSA) Contributions
Utah Retirement Systems (Pension & 401K options)
401(k) and 457 Savings Accounts with 3.5% Employer Match
13 Days of Annual Paid Time Off
6.5 Days of Annual Catastrophic Leave
12 Paid Annual Holidays
Company Paid Life, Short & Long Term Disability Insurance
Vision Benefits Plan
Scheduled Annual Pay Increases

Starting Salary: *Starting Total Compensation Annual (including benefits): \$129,292.80

*Starting Total Compensation Hourly (including benefits): \$62.16

Starting Annual Actual Salary: \$92,352.00

Starting Actual Hourly Rate: \$44.40

*Starting salary may vary based upon directly related work experience & will depend on fringe benefit elections.

Schedule: Monday - Friday

Hours: 8:00 AM – 5:00 PM

MINIMUM QUALIFICATIONS: Graduation from college with a Master's degree in human resource administration, public administration, business or a related field; AND five (5) years of progressively responsible managerial work experience in administration of professional human resources in a comparable organization(s); AND HR Professional certification preferred (PHR, SPHR, SHRM-CP, SHRM-SCP).

ADDITIONAL REQUIREMENTS: You must include a copy of your state license with your application as required for position. Employment at Wasatch Behavioral Health is contingent on successful completion of a drug screen, motor vehicle record review and criminal background check. This position requires a National Provider Identifier (NPI) as outlined by Medicaid and Medicare and application must be completed prior to start of employment. After hire you must complete and receive a Criminal Background Clearance (BCI) from Utah State Office of Licensing.

Please go to www.wasatch.org. Complete and submit WBH application on-line.
(Please note: Resumes will not be accepted without a completed WBH application.)



JOB TITLE:	Human Resource Director	FLSA :	Exempt
DEPARTMENT:	Administration	EFFECTIVE DATE:	12/2016
DIVISION:	Human Resources	LAST REVISED:	10/2017
GRADE:	35	JOB CODE:	HR

GENERAL PURPOSE

Performs a variety of complex administrative, managerial and professional tasks related to planning, organizing, directing and coordinating the human resource functions of Wasatch Behavioral Health, including personnel budgeting, talent acquisition, compensation and benefits, performance management, learning and development, and HRIS integrity and utility.

SUPERVISION RECEIVED

Works under the general supervision of the Executive Director.

SUPERVISION EXERCISED

Provides supervision to Human Resource department staff. Assumes functional supervision over WBH human resource activities performed in the various departments.

ESSENTIAL FUNCTIONS

Develops and administers all aspects of Wasatch Behavioral 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 HRIS 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 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; monitors compliance with policies and procedures in the hiring/testing process;

Develops and recommends “HR Blueprint”, staffing plan; assists managers to perform workforce analysis; develops and implements new staff orientation program; oversees, develops and implements ongoing mandatory staff training for all staff, 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 capabilities.

Assists program managers or initiates the development and implementation of communication, recognition, training and incentive programs; assists managers to understand “engagement” issues to address productivity and efficiency needs and objectives; assists employees to resolve work related problems; develops working relationships with community professionals as needed to secure special employee assistance.

Manages and performs ongoing monitoring of professional licensing status; ensures proper and timely “provider” approval of professional staff with various insurance companies to meet CAQH requirements; facilitates credentialing training as needed; manages and directs all administrative functions related to status maintenance for the National Health Services Core (NHSC).

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.

Administers proactive employee relations program, promotes effective and productive work environment; supports employee wellness and cultural competency initiatives; resolves complaints and grievances;

Plans and directs the implementation and administration of benefits programs designed to insure employees against loss of income due to illness, injury 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; 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 compensation and benefits; human resources 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; oversees and verifies bi-weekly payroll for accuracy; manages student loan forgiveness program.

Manages organization efforts to maintain a drug-free workplace; oversees employment pre-offer and reasonable suspicion drug screenings to assure compliance with various policy, state and federal regulations.

Prepares, implements and completes various compensation, benefits and employment satisfaction surveys and reports as required by the Executive Director and various state and federal agencies.

MINIMUM QUALIFICATIONS

Education and Experience:

- A. Graduation from college with a Master's degree in human resource administration, public administration, business or a related field;
AND
- B. Five (5) years of progressively responsible managerial work experience in administration of professional human resources in a comparable organization(s)
AND
- C. Professional certification preferred (PHR, SPHR, SHRM-CP, SHRM-SCP)

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.

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

Disclaimer: The above statements describe the general nature, level, and type of work performed by the incumbent(s) assigned to this classification. They are not intended to be an exhaustive list of all responsibilities, demands, and skills required of personnel so classified. Job descriptions are not intended to and do not imply or create any employment, compensation, or contract rights to any person or persons. Management reserves the right to add, delete, or modify any and/or all provisions of this description at any time as needed without notice. This job description supersedes earlier versions.