

Grover C. Dils Medical Center is seeking the position of Human Resources Director/Administrative Assistant. This person will work closely with Administrator/CEO with regard to preparation of documentation relating to departmental and personnel matters. The Human Resources Director administers human resource policies, programs, and practices, including planning, organizing, developing, implementing, coordinating, and directing. Performs Human Resources related duties at the professional level. Conducts recruitment, retention, education and disciplinary efforts for all exempt and nonexempt personnel, students, and temporary employees. Provides functional guidance for administrative support needs.

Applications may be obtained by any of the following methods:

Preferred: go to our website at www.gcdmc.org click on the Resources tab and Complete Job Application. Or, you may obtain the application in person by stopping by the Administration building Monday through Friday from 8AM-4PM or email to: hr@gcdmc.org and request the application be emailed to you. Please visit the website for a full job description.

Pay scale: Depending on experience

Hours: 25-32 hours per week but has not yet been determined.

Applications will be accepted until 4PM on Monday February 22, 2021.

Grover C. Dils Medical is an equal opportunity employer.



POSITION DESCRIPTION

DEPARTMENT: ADMINISTRATION
POSITION: HUMAN RESOURCE DIRECTOR
PAYROLL: NON-EXEMPT

INTRODUCTION:

The purpose of this Position Description is to outline the summary of duties, reporting relationships, qualifications, experience, duties, responsibilities and working conditions for the position of Human Resources Director at Grover C. Dils Medical Center.

SUMMARY:

Works closely with Administrator/CEO with regard to preparation of documentation relating to departmental and personnel matters. The Human Resources Director administers human resource policies, programs, and practices, including planning, organizing, developing, implementing, coordinating, and directing. Performs Human Resources related duties at the professional level. Conducts recruitment, efforts for all exempt and nonexempt personnel, students, and temporary employees. Provides functional guidance for administrative support needs. Objectively coach employees and management through complex, difficult, and emotional issues.

REPORTING RELATIONSHIPS:

Reports to and is assigned duties and responsibilities by the Administrator/CEO.

QUALIFICATIONS:

- A. Knowledge and ability to interpret employment law and other government compliance regulation is required.
- B. Ability to type, compute, and generate reports and other types of documentation.
- C. Ability to work through stressful and emotional situations with tact.
- D. Ability to remain fair and consistent for all employees when applying policy to employment situations.
- E. The ability to think and act with optimism.
- E. Ability to operate various types of office equipment, such as, but not limited to typewriter, calculator, computer, copiers and facsimile machines.
- F. Clear speech.
- G. Verbal and math reasoning abilities.
- H. Reading and vocabulary abilities.
- I. Ability to concentrate on details.
- J. Dependability.
- K. Tact and diplomacy in dealing with staff, patients and public.
- L. Ability to adhere strictly to the confidentiality codes governing staff, patients and facility information.
- M. Maturity and good character.

- N. Manual dexterity.
- O. Eye/hand coordination.
- P. Good vision and auditory acuity to ensure personal safety.

EXPERIENCE:

High school diploma required, Bachelor's Degree in Business Administration or Human Resources preferred. Two years general office and customer services experience preferred.

DUTIES AND RESPONSIBILITIES:

HUMAN RESOURCES:

1. Works closely with Administrator.
2. Must maintain the highest levels of confidentiality at all times.
3. Maintains personnel master files and other records, both paper and electronic.
4. Sorts and files correspondence and other documents pertaining to past and present employees.
5. Work with and assists all department managers with discipline action and proper documentation to be maintained in the personnel file.
6. Assist employees in obtaining forms and information, completing documentation related to regulation and policy.
7. Enters, updates and reviews employee fingerprint data, NABS (Nevada Automated Background System) and maintains all required documents in the employee file; verifies employment history on applicants as indicated on job applications. Manages and executes the employee orientation process.
8. Responsible to educate employees and new hires on all benefits.
9. Will be required to attend off-site meetings/education as assigned by the Administrator/CEO.
10. *Will be required to obtain SHRM (Society of Human Resource Management) Certificate within 18-24 months of hire.
11. Required to be actively involved in POOL/PACT organization.
12. Attend all Human Resource Work Group meetings either in person or by video conference.
13. Be familiar with policies and programs that directly impact the facility; i.e.; FMLA, ADA, FLSA, OSHA, etc. and is not limited to what is listed here.
14. Responsible for the completion of monthly, quarterly, and annual reports.
15. Maintains files for annual audit and Federal Surveys.
16. Prepares reports and correspondence.
17. Maintains Administrator's and Staff Calendars.
18. Maintains all confidential files and administrative files.
19. Orders and tracks office supplies such that supplies are maintained and budgetary limits are not exceeded.
20. Prepares and tracks all workers compensation claims and unemployment claims.
21. Coordinates all employee evaluations
22. Responsible for maintaining and updating the following:
 - o Personnel phone numbers for disaster recovery and Emergency Operations Plan
 - o Attendance Summary
 - o Facilities Personnel Policy and Procedure manual(s)
 - o Employment law information
 - o Maintains nursing license roster

OTHER RESPONSIBILITIES:

1. Responsible for managing and executing all staff in-services.
2. Knowledge and understanding of the facilities EOP (Emergency Operations Plan).
3. Coordinates and communicates all changes in payroll status, health insurance, PERS
4. Complies with Federal and State Regulations.
5. Required to attend all board of trustees’ meetings; take minutes, and complete those minutes timely and accurately.
6. Performs other reasonably related duties as assigned by Administrator.

PERSONAL ATTRIBUTES:

- Professionalism, tact, courtesy, and patience to work with and teach effectively with staff, patients and the public.
- Flexibility and adaptability in adjusting to changing priorities.
- Possesses neat and clean grooming habits.
- Body mobility to bend, stoop, lift and travel throughout the facility.
- Finger dexterity to operate machines and equipment.
- Willingness to vary work times to accommodate the requirements of the job.
- Must be literate in English, both written and spoken.

PHYSICAL REQUIREMENTS:

Physical Requirements & Frequency Place an “X” in each box that is appropriate to the role:

Never= 0% Occasionally= 1-33% ,1 to 3 hrs/day Frequently = 34-66%,3-5 hours/day Constantly = 67-100%,6-8 hrs/day

To be moved: include weight of object and distance carried.			Description of movement: lift, lower, push, pull, carry, reach above.				N	O	F	C
Patients:								X		
Supplies:								X		
Equipment							X			
Physical	N	O	F	C	Physical	N	O	F	C	
Standing		X			Fingering				X	
Walking		X			Handling				X	
Sitting				X	Feeling				X	
Stooping		X			Visual acuity: near				X	
Kneeling		X			Visual acuity: far				X	
Squatting	X				Depth perception				X	
Climbing	X				Color discrimination				X	
Balancing	X				Peripheral vision				X	
Other					Talking				X	
Reaching - above shoulder	X				Hearing				X	
Reaching - at/below shoulder	X				Running	X				
Grasping		X			Other					
Physical Surroundings	N	O	F	C	Environmental Conditions	N	O	F	C	
Cold (50 degrees F or less)	X				Chemicals	X				
Heat (90 degrees F or more)	X				Gases, fumes	X				
Dampness	X				Dust	X				
Inside work				X	Radiation	X				
Outside work	X				Other					
Walking Surface	X				Vibration	X				
Heights	X				Noise	X				

Hazardous Exposure Category: Place an "X" in the appropriate category:

- I. _____ Inherent potential for contact with blood, body fluids or tissues. *Appropriate protective measures are required for every employee engaged in Category I tasks.*
- II. _____ No exposure to blood, body fluids, or tissues, but potential for exposure in usual work. *Employees performing Category II tasks don't need to wear protective equipment, but they should be prepared to put on protective equipment on short notice.*
- III. _____ No exposure to blood, body fluids, or tissues in typical work situations.

Lifting Requirements: Place an "X" in the appropriate category:

_____ **Sedentary work** - Exerting up to 10 pounds of force occasionally and / or a negligible amount of force frequently to lift, carry, push, pull or otherwise move objects, including the human body. Sedentary work involves sitting most of the time, but may involve walking or standing for brief periods of time. Roles are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met.

Light work - Exerting up to 20 pounds of force occasionally, and/or 10 pounds of force frequently, and/or a negligible amount of force constantly to move objects. Physical demand requirements exceed those for sedentary work.

_____ **Medium work** - Exerting 20 to 50 pounds of force occasionally, and/or 10-25 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects. Physical demand requirements exceed those for light work.

_____ **Heavy work** - Exerting 50 to 100 pounds of force occasionally, and/or 25-50 pounds of force constantly to move objects. Physical demand requirements exceed those for medium work.

_____ **Very heavy work** - Exerting in excess of 100 pounds of force occasionally, and/or in excess of 50 pounds of force frequently, and/or in excess of 20 pounds of force constantly to move objects. Physical demand requirements exceed those for heavy work.

The hospital reserves the right to modify, supplement, delete or augment the duties and responsibilities specified in this Position Description at the employer's sole and absolute discretion.

Is there anything that would keep you from meeting the position duties/requirements as outlined above?
Yes _____ No _____ If "Yes", please explain: _____

I HAVE READ AND HAD THIS POSITION DESCRIPTION EXPLAINED TO ME. I HAVE RECEIVED A COPY AND UNDERSTAND THE ORIGINAL SIGNED COPY WILL BE PLACED IN MY PERSONNEL FILE.

EMPLOYEE'S SIGNATURE

DATE

SUPERVISOR'S SIGNATURE

DATE