

## Human Resources Manager

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<b>Job Title:</b>	Human Resources Manager
<b>FLSA Classification:</b>	Exempt
<b>Department:</b>	Human Resources
<b>Supervisor:</b>	Director of Human Resources

### Job Summary

- Responsible for ensuring that the overall administration, coordination, and evaluation of human resource plans and programs are accomplished. Essential job responsibilities include:
- Developing and administering human resource plans and procedures that relate to company personnel
- Planning, organizing, and controlling the activities and actions of the HR department
- Contributing to the development of HR department goals, objectives, and systems
- Responsible for managing all aspects of the employment lifecycles, training and development

### Essential Job Functions

Duties include, but are not limited to:

- Implementing and revising a company's compensation program
- Creating and revising job descriptions
- Conducting annual salary surveys
- Developing, analyzing, and updating the company's salaries
- Developing, analyzing and updating the company's evaluation program
- Developing, revising, and recommending personnel policies and procedures
- Maintaining and revising the company's handbook on policies and procedures
- Overseeing recruitment efforts for all personnel, including writing and placing job ads
- Conducting phone interviews, scheduling interviews and reporting candidates to leadership timely
- Conducting new employee orientations and employee relations counseling
- Overseeing exit interviews
- Maintaining department records and reports
- Participating in administrative staff meetings
- Maintaining company directory
- Provide timely performance reviews, necessary training, performance improvement expectations, and resources to perform their job duties.

- Become involved in professional associations and attendance at relevant training seminars and workshops.
- Other projects and assignments required to meet company performance standard
- Attend and participate in staff meetings, in-services, projects, and committees as assigned.
- Adhere to and support the center's practices, procedures, and policies including assigned break times and attendance.
- Accept assigned duties in a cooperative manner; and perform all other related duties as assigned.
- Be flexible in schedule of hours worked.
- May require use of personal vehicle

### **Knowledge, Skills and Abilities**

- Proficient knowledge of computer skills. MS Office (Word, Excel, Access, PowerPoint, and Outlook).
- Knowledge of general office procedures, equipment and filing systems.
- Ability to communicate effectively, both orally and in writing.
- Ability to quickly learn department policies, procedures, goals, and services.
- Skill: Attention to detail and accuracy.
- Ability to change priorities regularly.
- Add the additional job specific knowledge, skills and abilities for this job

### **Working Conditions and Physical Demands**

The working conditions and 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.

- Ability to access all areas of the center throughout the workday.
- Ability to lift up to 35 pounds occasionally, 15 pounds frequently, and 7 pounds constantly; required to obtain assistance of another qualified employee when attempting to lift or transfer objects over 25 pounds.
- Requires constant hand grasp and finger dexterity; frequent sitting, standing, walking and repetitive leg and arm movements, occasional bending, reaching forward and overhead; squatting and kneeling.
- Work is generally performed in an indoor, well-lighted, well-ventilated, heated, and air-conditioned environment.

### **Experience**

- High School diploma or equivalent. Associates or Bachelor's degree in health or business management

### Qualifications

- Highly detail oriented
- Able to work independently, multi-task, enjoy interfacing with other staff at all levels
- Excellent verbal and written communication
- Familiarity with California State and Federal labor laws, and at least 2 years of experience relevant to these responsibilities.
- Minimum of one (1) year of documented experience working with a frail or elderly population.

### Education and Certification

- At a minimum a Associates level education
- Current CPR/BLS Certification
- Is medically cleared for communicable diseases and has all immunizations up-to-date before engaging in direct participant contact.

### Core Values

- **Respect** at the core of our interactions.
- **Honesty and Integrity** with every endeavor
- **Patient – Centered** care aligned with participant values, beliefs, and preferences.
- **Encouragement** that motivates and empowers others to be the best they can be.
- **Quality Care** that is efficient, transformative and innovative.

### Acknowledgment

**I have read** the above job description and fully understand the requirements set forth therein. I meet all the requirements of this position, and I can perform all essential functions of the job with or without reasonable accommodations. I agree to abide by the requirements set forth in this document.

**I understand** the contents of this job description are presented as a matter of information only and as guidance as to the expectations of Innovative Integrated Health (IIH) for this position. This job description is not intended to give rise to contractual rights or obligations, or to be construed as a guarantee of employment for any specific period of time or for any specific type of work. Furthermore, IIH reserves the right to interpret, amend, modify, or cancel or withdraw any or all sections or provisions of this job description at any time with or without notice.



**I understand** that employment at IIH is “at will”, meaning that employment is for no definite period of time and may be terminated by me or IIH at any time and for any reason.

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Employee Print Name

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Employee Signature

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Date

We are an Equal Opportunity Employer and do not discriminate against any employee or applicant for employment because of race, color, sex, age, national origin, religion, sexual orientation, gender identity, status as a veteran, and basis of disability or any other federal, state or local protected class.