



Genevive



Job Description: Human Resources Manager

Job Title: Human Resources Manager

Department: Business Operations

About Genevive: Genevive is a geriatric medical practice and care management organization providing comprehensive care for older adults throughout the Twin Cities and greater Minnesota. We focus on providing expert, compassionate, and accessible care. Genevive has grown to 120 total employees (~35 MDs/NPs) who are directly employed by Genevive or contracted through professional service arrangements. Through our recently announced collaboration with Presbyterian Homes and Services and Allina Health, effective January 1, 2019, we anticipate further growth in our provider and employee workforce.

Position Summary: The Human Resources Manager will be responsible for the overall administration, coordination, and evaluation of human resources functions, plans, and programs. The Human Resources Manager will provide consultation to executive leadership on strategic staffing plans, compensation, benefit package, training and development, budget, and labor relations.

Supervision Received: Director of Business Operations

Hours per Pay Period: 80

Classification: Full-Time Exempt

Required Qualifications:

- Bachelor's Degree
- Three or more years of human resources experience in a small to mid-sized company
- Ability to work in a dynamic and fast-paced environment
- Excellent organizational and communication skills

Preferred Qualifications:

- Healthcare experience
- Five or more years of human resources experience a mid-sized company
- SHRM Certified Professional (SHRM-CP) or SHRM Senior Certified Professional (SHRM-SCP) credential

Essential Functions:

- Develops and administers various human resources plan and procedures for all company personnel.
- Plans, organizes and controls all activities of the department. Participates in developing department goals, objectives and systems.
- Implements and annually updates the compensation program; rewrites job descriptions as necessary; conducts annual salary surveys; analyzes compensation; monitors the performance evaluation program and revises as necessary.
- Develops, recommends and implements personnel policies and procedures; prepares and maintains handbook on policies and procedures; performs benefits administration to include claims resolution, change reporting, approving invoices for payment, annual re-evaluation of policies for cost-effectiveness, information activities program and cash flow.
- Conducts recruitment effort for all exempt, nonexempt and temporary workers; writes and places advertisements; works with supervisors to screen and interview candidates; conducts reference checking; extends job offers; conducts new-employee orientations; monitors career-path program and employee relations counseling; conducts exit interviews.
- Establishes and maintains department records and reports. Maintains organizational charts and employee directory.
- Participates in management team meetings and attends other meetings.
- Assists in development and implements annual goal setting and cascading, tied to merit pool, for management team.
- Evaluates reports, decisions and results of department initiatives in relation to established goals. Recommends new approaches, policies and procedures to effect continual improvements in efficiency of department and services performed.
- Ensures compliance with all federal, state and local employment laws.
- Participates in professional development activities to maintain knowledge of human resources and healthcare trends and practices.
- Continually researches and assesses company's Human Resources structure and support; makes recommendations, as needed, to position department for future success.
- Maintains company's social media presence.
- Other responsibilities and duties as assigned based upon department needs or requirements.

Supervisory Responsibility: None at this time.

The 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 job functions.