

## **Riverside Community Health Foundation Position Description**

**Position Title:** Human Resources Manager

**Reports To:** President/CEO

**FLSA Status:** Exempt

**Position Summary:** The Human Resources Manager promotes and implements human resource values by planning and managing a people-based strategy to align with the Foundation's mission. This position is responsible for providing human resource management, maintaining a strategic plan that includes recruitment, staffing, workforce planning, training, compensation, development, employee relations, and developing human resource programs, policies, and procedures.

### **Essential Position Functions and Responsibilities:**

- Develop and implement human resource strategies and initiatives aligned with the overall Foundation mission and strategy, by researching HR issues, contributing information, analysis, and recommendations to the Foundation's strategic management
- Shape workforce development strategies to support Foundation growth by creating standard recruiting, hiring and training practices and procedures necessary to recruit and hire a superior workforce
- Select and hire staff with strong values and through trainings, cultivate an atmosphere of learning, skill building, innovation, community/customer service and the ability for staff to execute programs
- Oversee and manage a performance management system that includes performance development and employee development programs
- Monitor resources and personnel allocation to ensure that staff are appropriately classified, assigned, and have been equipped to accomplish their tasks
- Conduct a continuous assessment and proactive approach with all HR policies, procedures, methods, programs and practices to keep management informed of new developments and /or updates
- Oversee the implementation of HR programs, establish standards and procedures, identify opportunities for improvement, and resolve any discrepancies
- Develop an employee-oriented Foundation culture that emphasizes quality, development, continuous improvement, and impact performance
- Provide leadership through a respectful, constructive, and interactive style with foresight and vision necessary to ensure a clear strategic direction in reaching Foundation mission
- Develop and monitor an annual budget that addresses HR strategies, activities, programs, and staffing
- Develop and monitor overall HR strategies, systems, tactics, and procedures across the Foundation

- Define and implement policies governing employee relations, training, and performance
- Maintain compliance with local, State, and federal legal requirements, new legislation and advising Foundation on necessary actions
- Direct and monitor benefit packages such as compensation, health insurance, vacation time, PTO, and leave
- Prepare and maintain a variety of automated and manual personnel records, files, and reports
- Select and supervise HR consultants, training specialists, and coordinate the Foundation's use of insurance brokers, insurance carriers, pension administrators, and other outside sources related to HR services
- Measure effectiveness and efficiency of operational processes both internally and externally and find ways to improve processes
- Handle confidential documents and information
- Enforce HR best practices

**Qualification Guidelines:**

- Knowledge of human resource systems and database
- Familiar with labor laws, market, hour, and wage regulations
- Excellent active listening, negotiation, motivation, and presentation skills
- Ability to build relationships
- Strong problem-solving and research skills
- Ability to conduct meetings and facilitate consultation
- Strong ethical practice
- Ability to exercise judgment with excellence
- Creative, innovative, and entrepreneurial spirit
- Strategic thinker
- Ability to communicate broadly with many audiences
- Proven leadership skills and strong organizational skills
- Ability to recognize change and manage in a growing organization

**In addition, the Human Resources Manager must have:**

- Bachelor's degree required, Masters' preferred in Human Resources or related field
- Human Resources professional certification required
- Proven work experience of at least three (3) years in Human Resources field
- Commitment to the Foundation's mission and vision
- Familiarity with nonprofit operations and regulations including staff management.
- Experience with managing Human Resource budget

\_\_\_\_\_  
President/CEO

\_\_\_\_\_  
Date

I have carefully read and understand this job description. In addition, I can state for the record that I am able to perform all job requirements/functions as listed.

\_\_\_\_\_  
Human Resources Manager

\_\_\_\_\_  
Date