



Job Title:	Human Resources Director
Reports To:	Chief Executive Officer
Department:	Human Resources Officer
FLSA Status:	Exempt
Travel:	30%
Supervisory Duties:	Human resources Manager, Training Coordinator, Administrative Receptionist
Work Schedule:	Full Time (40 hours per week) Monday – Friday 8am – 5pm

Job Summary

Guides and manages the overall provision of Human Resources services, policies and programs for Bay Clinic. Ensures company is in compliance with state and federal regulations as it relates to Human Resources activities.

Reasonable Accommodation Statement

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions. Bay Clinic is an equal opportunity employer.

Essential Functions

- Originates and leads Human Resources practices and objectives that will provide an employee-oriented, high performance culture that emphasizes empowerment, quality, productivity and standards.
- Serve as a link between management and employees by handling questions, interpreting and administering contracts and helping resolve work-related problems.
- Analyze and modify compensation and benefits policies to establish competitive programs and ensure compliance with legal requirements.
- Advise managers on organizational policy matters such as equal employment opportunity and sexual harassment, and recommend needed changes.
- Perform difficult staffing duties, including dealing with staffing, mediating disputes, terminating employees, and administering disciplinary procedures.

- Identify staff vacancies and recruit, interview and select applicants including clinical and administrative staff striving for a superior workforce.
- Plan, direct, supervise, and coordinate work activities of staff relating to employment, compensation and benefits, and employee relations.
- Represent organization at personnel-related hearings and investigations.
- Administer compensation and benefits programs.
- Provide current and prospective employees with information about policies, job duties, working conditions, wages, opportunities for promotion and employee benefits.
- Prepare and follow budgets for Human Resources activities.
- Maintain records concerning personnel-related data such as hires, transfers and performance appraisals.
- Conduct exit interviews to identify reasons for employee termination.
- Oversee the evaluation, classification and rating of occupations and job positions.
- Develop or administer special projects in areas such as pay equity and employee recognition.
- Organize special staff meetings and employee events including company picnic, holiday luncheons, etc.
- Must maintain strict confidentiality standards.

Qualifications

Qualifications include:

- Decision Making - Ability to make critical decisions while following company procedures.
- Adaptability - Ability to adapt to change in the workplace.
- Honesty / Integrity - Ability to be truthful and be seen as credible in the workplace.
- Confidentiality - Ability to maintain strict confidentiality standards
- Communication, Written - Ability to communicate in writing clearly and concisely.
- Working Under Pressure - Ability to complete assigned tasks under stressful situations.
- Resource Management (People & Equipment) - Ability to obtain and appropriate the proper usage of equipment, facilities, materials, as well as personnel.
- Negotiation Skills - Ability to reach outcomes that gain the support and acceptance of all parties.
- Interpersonal - Ability to get along well with a variety of personalities and individuals.
- Diversity Oriented - Ability to work effectively with people regardless of their age, gender, race, ethnicity, religion, or job type.
- Communication, Oral English - Ability to communicate effectively in English.
- Change Management - Ability to encourage others to seek opportunities for different and innovative approaches to addressing problems and opportunities.
- Conflict Resolution - Ability to deal with others in an antagonistic situation.
- Detail Oriented - Ability to pay attention to the minute details of a project or task.
- Coaching and Development - Ability to provide guidance and feedback to help others strengthen specific knowledge/skill areas.
- Active Listening - Ability to actively attend to, convey, and understand the comments and questions of others.

SKILLS & ABILITIES

Education: Bachelor's Degree with an emphasis in Human Resources Management: Required

Experience: 4 plus years of experience

Computer Skills: Strong aptitude in Microsoft Windows environment preferred

Certifications & Licenses:

Other Requirements: Experience in working with regulatory agencies including EEOC, Department of Labor, and Hawaii Civil Rights Agency. Demonstrated knowledge in conducting employee relations investigations.

Working Conditions

Health clinic environment with possible exposure to airborne pathogens.

Physical Requirements

Physical Demands

- N (Not Applicable)** Activity is not applicable to this position.
- O (Occasionally)** Position requires this activity up to 33% of the time (0 - 2.5+ hrs/day)
- F (Frequently)** Position requires this activity from 33% - 66% of the time (2.5 - 5.5+ hrs/day)
- C (Constantly)** Position requires this activity more than 66% of the time (5.5+ hrs/day)

Physical Demands

Stand	O
Walk	O
Sit	F
Manually Manipulate	O
Reach Outward	N
Reach Above Shoulder	N
Climb	N
Crawl	N
Squat or Kneel	N
Bend	O

Lift/Carry

10 lbs or less	F
11-20 lbs	O
21-50 lbs	N
51-100 lbs	N
Over 100 lbs	N

Push/Pull

12 lbs or less	O
13-25 lbs	O
26-40 lbs	N
41-100 lbs	N

Other Physical Requirements

Direct Reports

None

****The company has reviewed this job description to ensure that essential functions and basic duties have been included. It is not intended to be construed as an exhaustive list of all functions,*

responsibilities, skills and abilities. Additional functions and requirements may be assigned by supervisors as deemed appropriate.

Prepared By:	Human Resources
CEO Approval:	
Date Approved:	
Employee Signature:	
Date:	