

Champaign County Job Description

Job Title: Director of Human Resources

Department: Personnel/Administration

Reports to: Nursing Home Administrator

FLSA Status: Exempt

Prepared Date: February, 2008

POSITION PURPOSE

Plans, coordinates and carries out policies and procedures relating to all phases of personnel activity for the Champaign County Nursing Home.

NATURE AND SCOPE

The Director of Human Resources reports to the Nursing Home Administrator. Reporting to the Director of Human Resources is one Personnel Records Officer. The Champaign County Nursing Home, owned by the County, is a 243-bed licensed facility providing skilled, intermediate and shelter care to its residents as well as adult day care and respite services. The Nursing Home employs approximately 250 people and is almost entirely self-supporting.

The Director of Human Resources serves on the Champaign County Human Resources Team and is responsible for planning, coordinating and carrying out programs and policies pertaining to all phases of personnel activity for employees of the Nursing Home. The incumbent recruits, may interview and recommends the hiring of applicants to fill vacant Nursing Home positions. This position works with Department Heads to ensure that adequate staffing levels are maintained in compliance with Illinois Department of Public Health guidelines. The incumbent prepares job posting and advertisements, listing position requirements, and responds to inquiries as to position salary/benefits, required qualifications, promotion opportunities, etc. The incumbent plans and conducts new employee personnel orientation programs explaining Nursing Home policies and procedures, salary structure, employee benefit coverage, etc. This position is responsible for preparation of Nursing Home payroll. The incumbent oversees maintenance of employee personnel records and compiles records on new hires, promotions, transfers, terminations, employee incidents, and related personnel data. Additionally, the incumbent participates in job evaluation committees and wage and benefit surveys to determine competitive wage rates for Nursing Home employees. The incumbent analyzes the data collected and makes compensation recommendations.

The incumbent represents the Nursing Home in union contract negotiations and provides reports as required to the union.

The incumbent monitors job performance to identify potential problem areas and employee concerns. This information is then channeled into the development of employee relation programs.

The major challenges of this position pertain to the incumbent's responsibilities to recruit, orientate and retain competent and qualified Nursing Home personnel so that the provision of

quality care can be assured to ensure timely and accurate payroll submittal and compliance with Federal and State employment laws and County personnel rules and contracts.

Typical problems encountered by the incumbent are dealing with employee turnover and injury rates, interpreting Nursing Home policies and procedures as specified by State, Federal and County regulations and contracts to Department Heads, and ensuring conformance and clarifying personnel related matters to employees, i.e., how pay is calculated, benefit eligibility, promotion opportunities, etc. One of the more complex problems this position encounters is determining when disciplinary actions for employees are necessary. This position responds to unemployment claims, requests for FMLA and becomes involved with employee grievances, arbitration cases and legal suits.

This position serves as the Nursing Home representative for organizing projects such as the United Way Campaign, Section 125 and insurance enrollment periods, TOPS Sellback periods and Deferred Compensation sign up.

With regard to coordination of Nursing Home personnel matters, the Director of Human Resources has the authority to screen and recommend the hiring of employees, recommend employee disciplinary action, resolve payroll problems, establish workloads and review the work of subordinates. Final approval as to hiring of employees, termination and disciplinary action is the responsibility of the Nursing Home Administrator or designated Department Head.

The Director of Human Resources consults with representatives from the Auditor's Office to resolve payroll and IMRF questions, with the County Board Office regarding insurance and worker's compensation, and other offices as necessary. This position also maintains contact with area personnel directors and various training organizations to recruit personnel and stay current in the field of Human Resource Management.

The effectiveness of this position can be measured by the recruitment and retention of qualified and competent Nursing Home personnel, the efficient delivery of pay and benefits, and by Nursing Home compliance with State, Federal and County labor laws, personnel rules and contracts.

The minimum requirements necessary to effectively perform these duties include graduation from an accredited college or university with a degree in Personnel Administration or a directly related field; extensive experience in the area of personal administration; strong management skills, a strong knowledge of, and skill in, the application of the principles of personnel management and Federal and State labor laws, the ability to communicate effectively in English both orally and in writing, and respect for the principles of EEO, ADA, resident rights and confidentiality. Familiarity with word processing and spreadsheet applications preferred.

PRINCIPAL ACCOUNTABILITIES

Coordinates personnel policies and practices, and educates management staff regarding Federal, State and County regulations and contracts related to Personnel Management.

Coordinates bi-weekly submittal of nursing home payroll.

Manages Worker's Compensation claims from Nursing Home employees.

Recruits, may interview and recommends the hiring of Nursing Home employees; recommends disciplinary action and termination as necessary.

Plans and conducts employee Personnel orientation programs.

Ensures compliance with Federal and State labor laws including FLSA, FMLA, EEO, ADA and ILEA.

Assists Supervisors and Department Heads with grievance responses in accordance with County Personnel policies or contracts.