

CENTRAL MONTANA MEDICAL CENTER  
**POSITION DESCRIPTION**

Position Title	<b>HUMAN RESOURCES MANAGER</b>	Grade	
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Department	<b>HUMAN RESOURCES</b>	Exempt	<b>X</b>
Immediate Supervisor	<b>CEO</b>	Non-exempt	
Supervisor next in line	N/A		

**POSITION SUMMARY**

- Accountable to the Administrator/CEO to continuously administer, revise, interpret and market personnel policies and procedures, benefits and wages and other programs relating to all phases of personnel management and employee relations.
- Within parameters of Central Montana Medical Center objectives, policies, and resources, promote and attain effective employee/employer relationships and gather data pursuant to developing recommendations for changes, new procedures or programs.
- Responsible for all aspects of appropriate recruitment, screening and placement of staff and maintenance of all personnel records, changes and requirements.
- Responsible for direct management of Payroll/Time & Attendance functions.

**Continued employment and raises in this position are dependent upon Central Montana Medical Center's fiscal viability and:**

- Actions and communications that contribute to a team concept and create a **positive** environment for **all** customers
- Acceptable performance of essential and all job duties
- Acceptable attendance record
- Accountability for safety to self, patients, visitors and all customers, and care of equipment and building
- Adherence to departmental and facility policies and procedures, education requirements, compliance monitoring and reporting, and CMMC Code of Conduct
- Accountability for the consequences of own actions
- Physical and emotional ability to perform essential functions
- Acceptable background investigation results if required for position

**Minimum Education, Experience, Licensure, Certification required:**

**Preferred:** Bachelor's degree or managerial experience in related field maybe acceptable depending on the total qualifications.  
Training and/or experience in the field **is** necessary in order to understand the broad scope of hospital personnel functions and the Inter-relationships.

**ESSENTIAL FUNCTIONS/DUTIES:**  
(Must be able to perform with or without accommodation)

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|---|-------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1 | Conduct employment, recruitment and transfer activities in compliance with Equal Employment Opportunity laws and guidelines and hospital policies and procedures. |
| 2 | Screen, refer and recommend qualified applicants and assists Managers/Supervisors in making good employment decisions.                                            |
| 3 | Ensure references on applicants are checked and acceptable before offer of employment. In a timely manner, notify applicants not selected for position openings.  |
| 4 | Evaluate the effectiveness of all recruitment techniques and employment practices and incentives.                                                                 |
| 5 | Determine salaries according to policy for new employees, and transfers, referring unusual situations or exceptions to the CEO                                    |
| 6 | Maintain employment/recruitment records and files (i.e., cost per hire, vacancy rate, open positions, length of time position open)                               |

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7	Create, establish and administer employment incentives, such as scholarships, tuition reimbursement, bonuses, interview and relocation assistance and employee referral programs, etc.
8	Explain and market the Hospital's employee benefit plan to applicants and potential applicants.
9	Investigate new or improved benefit programs for administrative review.
10	Negotiate with insurance agencies and others re: new or updates contracts for benefits, prepare reports showing comparisons, costs and alternatives after soliciting data from carriers. Monitor insurance utilization.
11	Effectively market educational programs. Evaluate educational programs as appropriate.
12	Assist others in developing teaching/learning tools.
13	Participate in on-going development of wage and salary program, perform surveys, cost out proposed increases, make recommendations, compute range changes for each grade, identify classifications above or below state averages.
14	Participate in budget process for annual payroll, record all wage/salary data in permanent personnel files.
15	Coordinate on going biweekly Payroll/Time and Attendance procedures.
16	Assist employees in resolving problems with managers, coworkers or other work related issues.
17	Promote positive attitudes to CMMC staff, keep open communications and serve as liaison between staff and CEO.
18	Assist management staff in following CMMC policies and procedures in areas of employment, recruitment, discipline and discharge.
19	Maintain and assure confidentiality in all CMMC functions according to established policies/procedures.
20	Refer to Department/Facility manuals for specific instructions or guidelines and ask questions as appropriate.
21	Follow established individual department policies and procedures and take responsibility to become familiar with them.
22	Write, review, revise and market personnel policies and procedures for all CMMC staff.
23	Serve as resource to interpret policies and authorize activities relating to same.
24	Recommend changes in policies and programs and initiate and carry out data collection and appropriate channels of review to effect change.
25	Verify and maintain familiarity with current Federal and State laws as they apply to personnel management.
26	Extrapolate material from personnel policies and procedures and design and distribute employee handbooks.
27	Keep management staff up to date on recent changes in Human Resource issues.

<b>Knowledge, Skills, Abilities:</b>
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**Decision making** and judgement are required in the areas of communication, budgeting, worker's compensation, unemployment cases and payroll/time & attendance.  
**Employee relations** to include screening, hiring, firing, discipline, counseling, interpretation and writing of policies, benefits contract negotiation, development of new programs and prioritization of job duties, and effectiveness directly impacts staff of CMMC.  
**Broad scope** of CMMC functions and interrelationships.  
**Concepts** of employee and public relations  
**Knowledge** of CMMC policies, practices, union activities, trends, wages, and benefits.  
**Strong** communication skills (written/oral).  
**Ability** to analyze all aspects and ramifications of given situations in terms of the overall function of CMMC as well as the individual's needs/views.  
**Ability** to work without supervision.  
**Assume** additional duties as needed.

**OCCUPATIONAL EXPOSURE** for this position:

	Category I	Direct contact with blood or other bodily fluid to which universal precautions apply
	Category II	Activity performed without blood/bodily fluids exposure, but exposure may occur in emergency
<b>X</b>	Category III	Task/activity does not ordinarily entail predictable exposure to blood/bodily fluids

**OTHER EXPOSURE** for this position:

	<b>Radiation</b>	
	<b>Noise</b>	
<b>X</b>	<b>Other (Specify)</b>	Extended periods in front of PC terminal

**PHYSICAL DEMANDS:**  
(Essential functions strength rating for position - see Job Analysis)

<b>X</b>	<b>Sedentary</b>	Exert up to 10# occasionally or negligible force frequently
	<b>Light</b>	Exert up to 20# occasionally, < 10# frequently or negligible force constantly
	<b>Medium</b>	Exert up to 50# occasionally, up to 25# or up to 10# constantly
	<b>Heavy</b>	Exert up to 100# occasionally, up to 50# frequently or up to 20# constantly
	<b>Very Heavy</b>	Exert > 100# occasionally, > 50# frequently or > 20# constantly

**I HAVE READ AND UNDERSTAND THIS POSITION/JOB DESCRIPTION, AND HAVE BEEN PROVIDED THE OPPORTUNITY TO ASK QUESTIONS AND RECEIVE APPROPRIATE ANSWERS. I ALSO UNDERSTAND THAT REASSESSMENT OF ABILITIES TO MEET POSITION REQUIREMENTS MAY BE PERIODICALLY REEVALUATED.**

Employee's Signature	Supervisor's Signature	Date