



HR GENERALIST II - RFT - SGH

Requisition Number: 51390
Location: NM-Socorro
Type of Opportunity: Regular Full-Time
FLSA Classification: EXEMPT
Minimum Experience: 3 years
Minimum Education: Bachelor's Degree
Shift: Normal

Minimum Skills/Requirements

Bachelor degree in related field. 3-5 years experience in human resources/business office/payroll.

For more information or to apply, go to: <http://tinyurl.com/okmc2dd>

Primary Job Functions

Responsible for administration of benefits and payroll, oversees compliance with SGH policies and regulatory agencies. Responsible for functions of Human Resources including employee relations, recruitment, counseling, and compensation functions for hospital.

- Directs and manages personnel including hiring, orientation, counseling, assignment, discipline, training, education, evaluation and termination according to current policy.
- Develops and implements performance standards.
- Ensures departmental compliance with PHS/hospital established policies, JCAHO, State licensure and other regulatory standards, including safety, environmental and legal requirements, and infection control policies and procedures. Participates in Performance Improvement.
- Oversees departmental operating budget, revenue and expenditures, according to current policy/approved budget; analyzes and reports fiscal activity, makes recommendation and/or takes appropriate action to reduce the cost of providing services.
- Develops departmental policies, procedures, work flows, goals and objectives; implements PHS policies, procedures and work flows; ensures departmental accountability and customer satisfaction.
- Communicates pertinent information with employees. Maintains HR files, according to established standards, ensuring file integrity.
- Maintains professional growth and development through seminars, workshops, current literature and professional affiliations to keep abreast of latest trends.
- Administers, directs, educates managers and employees in interpretation and application of HR policies, benefits, compensation, EAP, workers comp, tech time, recognition program and payroll; Advises and coordinates in matters involving personnel actions. Makes salary offers in conjunction

with PHS compensation.

- Investigates problems, evaluates findings, advises participants, takes and/or recommends actions regarding employee relations/work issues

- Coordinates Employee Health contact with employee and manager regarding workers comp, personal illness/injury issues, STD case management and FMLA/ADA issues.

- Directs the coordination of tech time and payroll; advises and educates employees and managers.

- Oversees and does data entry and maintenance of personnel data on HRIS. Analyzes information/data on HRIS to assist managers on compensation, recruitment/retention, affirmative action, budgetary and staffing issues. Participates in and coordinates recruiting functions to include salary negotiations.

- Performs other functions as required.

We are an Equal Opportunity Employer and do not discriminate against applicants due to race, ethnicity, gender, veteran status, or on the basis of disability or any other federal, state or local protected class.