



Premier Surgical Associates

Job Description

Human Resources Coordinator

Reports to: Chief Executive Officer

Position Summary: Lead oversight and planning of Human Resources, including: employee development, regulatory compliance, staffing and recruiting. Partners with employees and management to communicate various human resource policies, procedures, laws, standards and government regulations.

Classification: This position is classified as exempt from overtime pay under the Administrative Employees Exemption under the U.S. Department of Labor Fair Labor Standards Act (FLSA). Primary duty is performance of management of Human Resources.

Qualifications: Bachelor's Degree preferably in Human Resources or equivalent experience.

Experience:

- Three years in HR and an appropriate degree.
- Excellent foundation in a variety of Human Resources functions.
- Strong understanding of various HR and benefit software and Office 365.

Skills:

- Requires critical thinking skills, decisive judgment and the ability to work with minimal supervision.
- Must be able to work in a stressful environment and take the appropriate action.
- Accuracy and attention to detail are a must.
- Excellent communication skills.

Knowledge:

- Regulatory compliance of employment laws and policies.
- Various benefits for employees.
- Compensation analysis.
- Staffing and recruiting.

Responsibilities:

- Reports to the CEO and is a member of our senior management team.
- Lead oversight and planning of HR, including: benefits, compensation analysis, FMLA and COBRA, employee development, regulatory compliance, staffing and recruiting.
- Collaborate with management team and align with company principals, initiatives and objectives.
- Administer and innovate human resources programs and policies that support company goals and positively engage the workforce and improve retention.
- Recruit hourly and salary employees for all physician office positions.
- Post open positions, screen applicants and provide updates and new hire clearance to managers.
- Advises leadership on all human resources issues with broad and current subject matter knowledge that includes expertise in federal and state employment laws.
- Employee orientation: prepare new hire paperwork, review company policies & procedures, safety training and benefit enrollments.
- Advising and consulting with managers for appropriate resolution of employee performance issues.
- Ensure accuracy and integrity of Human Resources records including personnel files, benefit enrollment forms, E-Verify and I-9 documentation.
- Maintain confidentiality of sensitive information and perform all duties with the utmost attention to detail while ensuring compliance with ethical and legal standards.
- Provides monthly manager training for HR risk management, interviewing skills, employee counseling, retention and HR policies.
- Helps design and then manages and communicates employee incentive plan.
- Attends staff meetings once a quarter with each office/department to answer employee questions, provide training as needed, refresh staff on HR policy.
- Leads compliance, safety training and OSHA using Eagle Associates program.
- Develops Employee Newsletter by providing content to marketing director for production.
- Responds to employee relation issues such as employee complaints, harassment allegations and civil rights complaints.
- Periodically reviews and updates company's policies, procedures and practices handbooks on personnel matters.
- Implements and annually updates compensation program; rewrites job descriptions as necessary; analyzes compensation; monitors the performance evaluation program and revises as necessary.
- Maintains personnel files in compliance with applicable legal requirements.
- Manage application/resume file and retention according to company policy.
- Maintains memberships with professional HR organizations.

This description is intended to provide only basic guidelines for meeting job requirements, responsibilities, knowledge, skills, abilities and working conditions may change as need evolve.

PHYSICAL/MENTAL DEMANDS: Requires eye-hand coordination, finger dexterity. Vision must be corrected to 20/20 and hearing must be in normal range. Must be able to view computer screens for long periods. Occasional stress related to workload and processing problems.

ENVIRONMENTAL/WORKING CONDITIONS: Normal office environment. Occasional evening or weekend work. Interaction with others is constant and interruptive.

Physical Requirements for Position:

Hearing: Adequate to perform the essential functions of the job.

Speaking: Adequate to perform the essential functions of the job, such as: clearly communicating instructions.

Vision: Visual acuity within normal limits.

Lifting up to: 5 lbs. 20 lbs. 40 lbs. 60 lbs. Over 60 lbs.

Pushing up to: 25 lbs. 50 lbs. 150 lbs. 250 lbs.

Manual Dexterity: Low Medium High

Average % of time during regular shift devoted to:

Standing: 0-20 21-40 41-60 61-80 81-100

Walking: 0-20 21-40 41-60 61-80 81-100

Squatting: 0-20 21-40 41-60 61-80 81-100

Sitting: 0-20 21-40 41-60 61-80 81-100

Indicate % of time employee must perform each activity:

Repetitive Motion (Depending on hand dominance):

Right Hand: 0-20 21-40 41-60 61-80 81-100

Left Hand: 0-20 21-40 41-60 61-80 81-100

Right Foot: 0-20 21-40 41-60 61-80 81-100

Left Foot: 0-20 21-40 41-60 61-80 81-100

Not Applicable:

Bending:

to waist: 0-20 21-40 41-60 61-80 81-100

to floor: 0-20 21-40 41-60 61-80 81-100

Not Applicable:

Reaching:

to waist: 0-20 21-40 41-60 61-80 81-100

to floor: 0-20 21-40 41-60 61-80 81-100

Not Applicable:

I have received and read my job description.

Employee signature _____ Date _____