

**CLAIBORNE MEMORIAL MEDICAL CENTER  
ADMISTRATIVE DEPARTMENT  
JOB DESCRIPTION**

**HR DIRECTOR**

**STATEMENT OF PURPOSE:**

To provide support for the mission and vision of the hospital through your actions, attitudes, and personal conduct as a team member of your department, an employee of the hospital, and a contributor to the health and wellbeing of the patients we service; to provide the duties outlined in this job description to the best of your abilities; and to strive for excellent service to your customers.

**JOB SUMMARY:**

Oversees all areas of the Human Resource department along with ensuring payroll is run bi-weekly. Other areas of oversight include employee hiring, termination, and discipline along with keeping up employee files. In addition, the HR Director oversees the benefit program of the hospital. Also works with the administration and hospital board to attain the hospital's objectives established by the governing authority.

**GENERAL MANAGEMENT DUTIES:**

1. Support administration in the develop and implementation of the hospital's mission, vision, and overall goals.
2. Provide strong leadership for the department by establishing high standards, leading by example and encourage departmental staff to meet the needs and expectations of the hospital.
3. Communicate hospital-wide employee issues in a timely and effective manner to all departments/departmental staff using multiple communication mediums. This includes monthly departmental meetings, memos, e-mails, phone calls, and on-on-one training.
4. Use Performance Improvement monitoring, data collection, incident reporting, and other tools to identify employee problems and help department managers take corrective action. Actions may include investigating problems, improving processes, clarifying procedures, and educating the staff to assure the problems are resolved.
5. Help with developing hospital-wide policies and procedures that clearly define the operational and interdepartmental guidelines applicable to all departments.
6. Aid in evaluating timecards bi-weekly and departmental operations monthly for adherence to administrative, budgetary, and strategic planning goals.
7. Advocate and ensure participation in interdepartmental activities, focusing on process improvements and achieving hospital-wide goals.

**SPECIFIC DUTIES:**

1. Ensure employee files, both electronic and paper, are kept up to date.
2. Aid all departments in the hiring, termination, and discipline of its employees.
3. Oversee all aspects of employee benefits; insurance, retirement, and PTO, making sure that employees and the hospital meet all appropriate regulations in a way that is most cost effective.
4. Take the lead in running bi-weekly payroll runs, ensuring all employees are appropriately paid in a timely manner according to policy and procedures, fix any errors in pay in a timely manner, and ensure the adherence to state and federal regulations regarding employee pay.
5. Administer employee benefits in accordance to policy and procedure as well as state and federal regulations.

6. Organize, implement, and oversee an annual enrollment of employee benefits every June.
7. Participate in bi-weekly orientations as needed, communicating to new-hires appropriate hospital-wide policy and procedures and other pertinent employee information.
8. Aid each department in keeping all licensures and certifications up to date.
9. Help in establishing a pay structure for all departments and their employees that is appropriate and competitive for CMMC.
10. Conduct drug screens for employees as needed per policy and procedure as well as ensuring they are conducted in compliance with state and federal regulations.
11. Serve as an aid in resolving employee grievances according to CMMC policy and procedure to the benefit of the overall function and cohesion of the staff and CMMC.
12. Be the person of contact for all job posts and applications, ensuring that all applications are adequately stored and forwarded to all appropriate managers as needed.
13. Stay up on the changing laws that govern all areas of Human Resource management, including benefits, pay, labor law, hiring practices, etc.
14. Seek opportunities of continuing education to better professional and personal HR skills; including local and even overnight training/seminars.
15. Assume additional duties as assigned by the Administrator.

**QUALIFICATIONS:**

1. Minimum of a Bachelor's Degree or appropriate experience required.
2. A minimum of five years prior experience in Human resource management preferred.
3. Requires strong computer and internet research skills, flexibility, excellent interpersonal skills, project coordination experience and the ability to work well with all levels of internal management and staff, as well as outside clients and vendors.
4. Must have strong communication and computer skills; such as Microsoft Word, Excel.

**PHYSICAL DEMANDS:**

1. Walking and/or standing approximately 80% of the day; sitting approximately 20% of the day.
2. Must be able to lift up to 20lbs. less than 5% of the day.
3. Must be able to bend, stoop, kneel, and reach over the head less than 10% of the day.

**DISCLAIMER:**

This is not an exhaustive list of all responsibilities, skills, duties, requirements, efforts or working conditions associated with the job. While this is intended to be an accurate reflection of the current job, management reserves the right to revise the job or to require that other or different tasks to be performed when circumstances change.

**RESPONSIBILITY:**

The HR Director is directly responsible to the Administrator.

**DIRECT REPORTS:**

None

**ACCEPTANCE:**

---

**HR Director**

---

**Date**