



**Human Resources Manager – Full Time**

**Date:** 8/9/22

**Location:** Everett

**DUTIES/ RESPONSIBILITIES:**

**Employee Onboarding, Terminations & Retention Support**

Partner with the leadership team to understand and execute the organization's human resource and talent strategy particularly as it relates to current and future talent needs, retention, and succession planning.

Analyze trends in compensation and benefits; researches and proposes competitive base and incentive pay programs to ensure the organization attracts and retains top talent.

Manage the separation process, including collection of final documents, exit interviews, and sending required documents/final paycheck to the supervisor or departed employee. Complete all required internal notifications regarding separations.

Report to management and provide decision support through HR metrics.

**Manage Health & Welfare Benefits**

Administer benefit orientation, new hire enrollments, changes and separations for healthcare benefits, Life Insurance & Disability.

Drive benefits renewal process and annual Open Enrollment for medical, dental, vision, and HSA.

**Enforcing Company Policies and Practices**

Maintain knowledge of trends, best practices, regulatory changes, and new technologies in Human Resources, talent management, and employment law. Apply this knowledge to communicate changes in policy, practice, and resources to the Leadership Team.

Maintain compliance with federal, state, and local employment laws and regulations, and recommended best practices. Review policies and practices to ensure legal compliance. Codify new legislation into corporate policy.

Maintain Employee and Provider Handbooks.

Provide support and guidance to management and other staff when complex, specialized, and sensitive questions and issues arise.

Oversee compliance of Vaccination policies (Covid, Influenza).

## **Facilitate Conflict Resolution & Employee Performance Improvement**

Bridge management and employee relations by addressing demands, grievances or other issues.

Administer and execute routine tasks in delicate circumstances such as providing reasonable accommodations, investigating allegations of wrongdoing, and terminations.

Oversee employee disciplinary meetings, terminations, and investigations.

Work with employees and supervisors to research and resolve employee relations issues.

Conduct investigations and recommend solutions regarding employee concerns related to work environment and claims of harassment and discrimination.

Provide guidance and support to supervisors in all tasks related to performance management.

Assist supervisors in selecting and carrying out appropriate methods for correcting performance deficiencies.

### **Required Skills/Abilities:**

- Excellent verbal and written communication skills
- Excellent interpersonal, negotiation, and conflict resolution skills
- Excellent organizational skills and attention to detail
- Strong analytical and problem-solving skills
- Ability to prioritize tasks and to delegate them when appropriate
- Ability to act with integrity, professionalism, and confidentiality
- Thorough knowledge of laws and regulations
- Knowledge of FMLA/leave administration, performance management, unemployment and workers' compensation claims, and employee relations
- Knowledge of Human Resource and administrative policies and procedures
- Ability to interface effectively with all levels of employees and managers. Strong persuasion and conflict resolution skills required
- Proficiency with or the ability to quickly learn the organization's HRIS system (ADP)
- Proficient with Microsoft Office Suite or related software

### **Education and Experience:**

- Bachelor's degree in Human Resources, Business Administration, or related field
- A minimum of 3 years of human resource management experience preferred
- SHRM-CP or SHRM-SCP highly desired

### **Physical Requirements:**

Prolonged periods of sitting at a desk and working on a computer. \* Must be able to lift 10 pounds at times. \* Must be able to access and navigate each department at the organization's facilities.

**Salary Range:** \$80-85K, DOE

**To Apply:** Please send cover letter and resume to: [hculver@wwmedgroup.com](mailto:hculver@wwmedgroup.com).