

**Community Physicians Group**  
**Job Description (05/2019)**

**Job Title:** Human Resources Manager

**Reports to:** CEO

**Summary:** Provides Support for Personnel Management, Training Management, Maintaining Employee Files, People Skills, Resolving Conflict, Employment Law, Project Management, Office Experience – General, Reporting Skills, Verbal Communication, Administrative and Writing Skills.

• **Essential Duties and Responsibilities:**

- Performs various human resources services including staff searches, job postings, employee relations and retention, timely electronic and paper forms processing, company handbook compliance and updates on company intranet.
- Conducts new hire orientation meetings. Ensures new hire intake information/benefit enrollments are completed such that employee has entered selections into online benefits portal timely.
- Updates the Employee roster and contacts information on the “CPG Intranet”.
- Performs employee background checks, training and development, records management, adherence to safety and health guidelines.
- Administrates health and welfare benefits plan. Leads annual open enrollment meetings related to health, dental, and cafeteria plan options. Works closely with broker regarding benefit questions and vendor invoice reconciliations.
- Manages 401(k) retirement plan contributions, match, and company safe harbor contribution calculations. Coordinates information needed by plan auditors to ensure a smooth annual audit and write up of retirement plan guidelines.
- Review and respond to unemployment claims, wage garnishments per appropriate documentation.
- Develops human resources solutions by collecting and analyzing information; recommending courses of action. Prepares compensation comparisons as needed.
- Improves manager and employee performance by identifying and clarifying problems; evaluating and implementing potential solutions; coaching and counseling managers and employees.
- Completes special projects based on objective; conducting research; developing and organizing information. Performs time and cost analysis and summarizes data and trends.
- Protects organization's mission and values by keeping information confidential.
- Complies with federal, state, and local legal requirements by studying existing and new legislation; anticipating legislation; enforcing adherence to requirements; advising management on needed actions.
- Updates job knowledge by participating in educational opportunities; reading professional publications; maintaining personal networks; participating in professional organizations.
- Enhances department and organization reputation by accepting ownership for accomplishing new and different requests; exploring opportunities to add value to job accomplishments.
- Initiates and maintains providers medical liability insurance policies for level and term of coverage to ensure all policies remain in effect at all times.
- Other duties as assigned by the CEO.

**Education and/or Experience:**

Human Resources or Business Degree, or equivalent combination of education and/or experience will be considered. Payroll and timekeeping systems applications experience as well as Microsoft Excel, Word, Powerpoint, Email, Internet website entry and research required.

**Other Requirements:**

Occasional travel for classes, seminars, and meetings. The physical demands are normal functions of this job, extended periods of sitting, bending. The employee must occasionally lift and/or move up to 50 pounds. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Work Schedule:** Monday through Friday 8 am to 5 pm

Occasional evening and weekend work may be required. Benefits, holidays, and paid time off according to length of service as described in handbook.