JOB ANNOUNCEMENT

POSITION TITLE       Human Resources (HR) Manager
DEPARTMENT           Human Resources
POSITION NUMBER      50-051
HOURS                Regular Full-time (40 hours per week)
                     Requires some flexibility in scheduling, including occasional night meetings and local travel.
STARTING SALARY      $72,677 to $82,976 per year DOQ
SALARY GRADE         Grade 13
FLSA CLASSIFICATION  Exempt
TO APPLY             Send resume and cover letter to one of the following:
                     Search Coordinator
                     Health District of Northern Larimer County
                     120 Bristlecone Drive
                     Ft. Collins, CO 80524
                     Fax: 970-221-7165 (Attn.: Search Coordinator)
                     Email: searchcoordinator@healthdistrict.org

To receive full consideration, materials should be received by Wednesday, August 18, 2021. Position will remain open and applications accepted until filled.

QUALIFICATIONS
  ▪ Education and Experience
    • Any combination of training and experience that would provide the equivalent of:
      o A Master’s degree from an accredited college or university with major coursework in human resources management, business or public administration, or a related field.
      o A minimum of five (5) years of professional level experience in senior level human resource management, two (2) of which should be in a supervisory role.
    • Experience in non-profit and/or government organizations desired.
    • Experience with in person and virtual training is strongly desired.
    • Advanced HR certification is strongly desired.
    • Experience with contract administration, management, and monitoring strongly desired.
Health District of Northern Larimer County
Human Resources Manager

- **Knowledge, Skills and Abilities**
  - Knowledge of current principles and practices of personnel management and administration to include supervision, training, performance evaluation and other related organizational processes.
  - Knowledge of current and pertinent federal, state, and local employment-related laws, regulations and compliance issues and practices, particularly as applied to local governments.
  - Knowledge of organizational development, strategic planning, and program development principles, practices, and procedures.
  - Knowledge of principles of trust, respect for diversity, equity, discrimination around ethnicity, race, gender, socio-economic background, political beliefs, sexual orientation, disability, and the social determinants of health strongly desired.
  - Strong facilitation, interpersonal effectiveness and teaching skills.
  - Strong communication skills, including ability to communicate verbally with individuals and groups and successful experience in making group presentations.
  - Clear and accurate writing skills, including ability to develop clearly written reports, plans, and training materials.
  - Ability to manage a broad range of diverse projects simultaneously, adapt to changing team and organizational needs and react positively and productively to change.
  - Ability to maintain a high level of professionalism and integrity with the ability to maintain confidentiality of information and data.
  - Ability to analyze problems, identify alternative solutions and implement actions in support of goals.
  - Ability to deal constructively with conflict, and use tact and diplomacy in sensitive situations.
  - Ability to work well in a professional team environment, including respect for different styles and personalities, enthusiasm for collaboration, communication, and celebration.
  - Ability to effectively interact, work, and develop meaningful relationships with people of diverse identities, perspectives, and cultural backgrounds.
  - Ability to work both cooperatively and independently in a fast-paced environment.
  - Must be customer-focused and results-oriented.

- **Technology Skills**
  - Will be required to use Microsoft Office Suite (Word, Excel, PowerPoint, Outlook), Learning Management systems, and HRIS software.

- **Working Conditions/Physical Requirements**
  - The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
    - Ability to communicate information and ideas verbally so others will understand.
    - Ability to sit or stand for prolonged periods.
    - Must have close visual acuity to perform activities such as: preparing and analyzing data and figures, viewing a computer monitor, extensive reading.
Health District of Northern Larimer County
Human Resources Manager

- Must have eye-hand coordination and manual dexterity sufficient to operate a computer keyboard, telephone, photocopier and other office equipment.
- Must have normal physical mobility, which includes movement from place to place on the job.

- Requires Reliable Transportation; Valid driver’s license and auto insurance if reliable transportation is by personal automobile.
Health District of Northern Larimer County
Human Resources Manager

REPORTS TO Assistant Director of the Health District

POSITION SUMMARY
The Human Resources Manager is responsible for managing all aspects of Human Resources, including recruitment and selection, classification and compensation, training and development, centralized personnel records system, employee relations, employee wellness and recognition programs, performance management, compliance with relevant employment laws, and administration of various human resources management systems. The Human Resources Manager leads the development and implementation of human resources policies and practices to ensure that the Health District has a diverse, qualified, productive workforce that is capable of delivering effective, efficient services.

Supervision and Fiscal Responsibilities
- Receives direction and supervision from the Assistant Director of the Health District.
- Supervises three employees (two HR Specialists and the Employee Development and Wellness Coordinator). Includes recruiting, interviewing, hiring, training, assigning work, and managing performance.

Essential Duties
- Provides effective team leadership resulting in a positive, productive team.
- Oversees the daily work flow of the department and is directly responsible for one or more HR functions.
- Serves as the contact for supervisors and staff on any employee relations issues.
- Develops and implements a strategic plan for human resource management, including standard operating procedures for the organization as it relates to HR management.
- Maintains awareness of changes in regulations and laws affecting the District’s personnel policies; monitors personnel policies and procedures for compliance; recommends and implements policy and practice changes; helps staff interpret and apply the organization’s personnel policies; oversees the maintenance and security of HR and personnel records.
- Works with the Assistant Director to direct the development, administration, and review of the District’s compensation and classification program, assuring accurate documentation of job descriptions, classification of positions under FLSA, management of the pay plan in coordination with the leadership team, and supporting market analysis.
- Develops and oversees an effective and lawful hiring process that includes recruitment, interviewing, testing as appropriate, background checks, selection, offers, and notification processes. Ensures that managers and supervisors are aware of relevant personnel laws, effective approaches for candidate selection and onboarding, and disciplinary and termination procedures.
- Leads performance management process to ensure planning, monitoring, and appraisal of employee performance by assuring that managers and supervisors are trained to set objectives, hold regular meetings with supervisees, provide coaching, perform reviews, and when necessary create improvement plans or initiate disciplinary or termination proceedings.
- Provides oversight for the development, administration and review of the District’s orientation/onboarding process and employee development programs as may be purchased from vendors or developed by staff. May directly provide training to Health...
Health District of Northern Larimer County
Human Resources Manager

District staff on HR related issues or training topics, which may include participating as a trainer or co-trainer in internal programs.

- Provides oversight for the development of a plan for employee wellness and recognition programming and ensures implementation of the plan and evaluation of outcomes.
- Assists supervisors when disciplinary actions are necessary, assuring that laws and organization policy and procedures are followed and overseeing the content of written documents; in consultation with the Assistant Director, resolves complex employee relations' issues including creating and implementing appropriate plans to sensitive inquiries and complaints; participates in hearings; and oversees HR-related investigations, should it become necessary.
- Provides support and guidance to management, and other staff when complex, specialized, and sensitive questions and issues arise; may be required to administer and execute routine tasks in delicate circumstances such as providing reasonable accommodations, investigating allegations of wrongdoing, and terminations.

Other
- Works collaboratively with the Finance department to coordinate benefits administration and ensure compliance with local, state and federal laws and regulations.
- Works collaboratively with the Equity Implementation Coordinator to ensure equity, diversity and inclusion goals are incorporated into recruitment and hiring strategies, policies and procedures are developed with an EDI lens, and that conflict resolution, change management, and organizational development work promotes an inclusive culture and fair and equitable work environment.
- Assists with other duties and special projects as assigned by the Assistant Director.

The above job definition information has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees assigned to this job. Job duties and responsibilities are subject to change based on changing business needs and conditions.

Benefits – The Health District covers 100% of the cost for the group health insurance plan, Dental, Long Term Disability, Life Insurance, and Accidental Death and Dismemberment for the employee. The Health District contributes 5% of the gross salary to the 401(a) pension plan; the employee is required to contribute 3%. A complete list of benefits is on the hiring process page of the Health District website.

Equal Opportunity Employer - The Health District is committed to creating a diverse environment and is proud to be an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, ethnic or national origin, ancestry, age, sex, pregnancy, disability, genetic information, veteran status, gender, marital status, sexual orientation, gender identity or expression, religion (creed), political beliefs, or any other characteristic protected by federal, state or local laws.