

Job Description

Position: Director of Human Resources *or* Human Resources Manager
Classification: Exempt
Reports to: Chief Financial Officer
Location: Denver, CO
Starting Salary: \$56,399 – Manager
\$74,917 - Director

Position Summary: The Director of Human Resources *or* Human Resources Manager is a hands on position performing human resources related duties at the professional level to implement daily activities and provide excellent customer service to internal and external customers in assigned areas including but not limited to: compensation/payroll processing, personnel issue resolution, staff training, IDEA (inclusion, diversity, equity and accessibility) work and implementation of policies and procedures in accordance with employment laws and the mission of the Colorado Health Network. This is a supervisory position overseeing the work of the Human Resources Coordinator.

Essential Job Functions:

Supervisor Duties and Responsibilities

- Recruit, mentor and supervise Human Resources Coordinator
- Standardizes employee onboarding and departure procedures
- Ensures HR Coordinator's timeliness and thoroughness of payroll processing in coordination with the online payroll processing system, per agency policies

Responsible for the Full Cycle Payroll Processing

- Reviews employee time cards no less than bi-weekly to ensure accuracy, making necessary adjustments for holiday pay, paid leave, and ensures that other time allocations are calculated and distributed per agency policy
- Completes payroll processing in coordination with the online payroll processing system, per agency policies as necessary
- Oversees HR Coordinator and responds to employee inquiries in a timely manner regarding payroll information and trouble-shoots in an attempt to resolve employee payroll concerns
- Communicates with agency managers to ensure the integrity of the payroll data including data related to new hires, terminations, transfers and rate changes. Makes updates as necessary
- Adjusts timecard entries as necessary to reflect proper pay code and time allocations
- Makes payroll calculations and entries including garnishments, other deductions, retro pay and final pay, as applicable
- Researches and resolves questions from managers and employees as they relate to the processing of payroll information such as PTO, FMLA, garnishments, employment verifications, workers compensations, retroactive pay calculations, tax questions, and other changes
- Responds to employee inquiries in a timely manner regarding payroll and benefits information and troubleshoots in an attempt to resolve employee payroll and benefits concerns

Benefits Duties and Responsibilities

- Participates in benefit renewal meetings and coordinates annual employee open enrollment
- Administers various employee benefit programs, including group insurance, life, medical and dental; 401(K) and flexible spending accounts
- Assures compliance with COBRA guidelines
- Verifies the calculation of the monthly premium rates for all group insurance policies and maintains statistical data relative to premiums, claims, and costs
- Organizational expert at the administration and practice of employment law around benefits and ADA compliance, seeking legal counsel as necessary
- Processes ADA, FMLA, USERRA and Workers Compensation requests timely and accurately
- Resolves administrative problems with the carrier representative.
- Processes unemployment claims; prepares for and attends unemployment hearings, when needed
- Coordinates required annual filings including, but not limited to the IRS Form 5500

Inclusivity, Diversity, Equity and Accessibility (IDEA) Essential Duties and Responsibilities

- Developing a more inclusive full life-cycle recruitment, hiring and retention process
- Evaluate, create and implement equitable and inclusive internal processes and policies
- Manage EEOC reporting
- Advance organizational IDEA strategies, goals, objectives and work plans that create, celebrate and sustain a highly qualified and diverse work culture
- Advocate the importance and value of an inclusive, diverse, equitable and accessible environment, and engage employees at all levels to build a welcoming and inclusive culture
- Stay up to date on advancements and best practices in IDEA work and communicate insights and research with Executive Management
- Identifies and assesses HR related training needs within the organization and coordinates individual and/or group trainings

- Selects or develops training aids including training handbooks, demonstration models, multimedia visual aids, computer tutorials, and reference works
- Coordinates, documents and evaluates all non-programmatic employee trainings/training programs
- Develop policies, procedures or actions for the purpose of providing direction in meeting IDEA goals and objectives

Talent Management

- Manager/Supervisor and Employee Training
- Works with EMT to ensure employee engagement and retention and to resolve employee relations issues
- Implements programs focused on employee culture and morale
- Identifies and assesses HR related training needs within the organization and coordinates individual and/or group trainings
- Selects or developing training aids including training handbooks, demonstration models, multimedia visual aids, computer tutorials, and reference works
- Coordinates, documents and evaluates all non-programmatic employee trainings/training programs

Other Duties and Responsibilities

- Administers performance review program to ensure effectiveness, compliance, and equity within the organization
- Develops and/or updates the employee handbook and policies and procedures in the employee policy and procedure manual, as necessary
- Consults legal counsel to ensure that policies comply with federal, state and local laws

Qualifications:

Director of Human Resources - 5+ years of experience as Human Resources Manager

Human Resources Manager - 3-4 years as Human Resources Manager or 4 years of related experience and/or training

Education:

Director of Human Resources

- Master's Degree in HR Management or a related field; or equivalent combination of education & experience.
- Certified Senior Professional in Human Resources (SPHR)

Human Resources Manager

- Bachelor's Degree in HR Management or a related field; or equivalent combination of education & experience.
- Certified Professional in Human Resources, preferred.

Software Utilized:

Experience with web-based payroll processing applications; experience working with basic office and database computer programs, including familiarity with Microsoft Outlook, Word, Excel and the internet.

Knowledge, Skill and Ability:

Understanding of HR Laws and business related laws. Knowledge of payroll cycle/processing. Cultural Competency/Sensitivity skills. Excellent communication, client relations and management skills. Highly organized and detail oriented. This position requires personal and professional accountability; self-management and initiative; dedication to quality improvement, professional integrity and research ethics and cultural competency. Must demonstrate accuracy, efficiency and excellent organizational skills. Must demonstrate effectiveness in the following areas: task management; teamwork; time management; and communication with teams, managers, clients, and company consultants.

Material and Equipment Directly Used:

Works with standard office equipment including computer work station, printers, copiers, scanners and fax machine. Works with word processing software, spreadsheet applications, and presentation software. Communicates with clients and vendors using the telephone, e-mail, the Internet, and fax.

Physical Demands and Work Conditions:

Works in an office environment. May travel to offsite locations. Requires ability to lift up to 50 pounds of materials. Requires clear speaking ability and the ability to use a telephone for extended periods. Requires ability to view a computer screen (near acuity). Requires fingering agility for keyboarding and using a telephone and other office equipment.

General Benefits Description:

We offer full-time employees a comprehensive benefits plan that includes: Health Insurance, Dental Insurance, Vision Plan, 403(b), Legal Shield, FSA, Life Insurance, EAP, Long-Term and Short-Term Disability.

How to Apply

Please submit resume and cover letter (use "HR Director/HR Manager" in the subject line) to the Human Resources department at HR@coloradohealthnetwork.org.

All offers of employment are subject to completion of a criminal background check.

Colorado Health Network is an Equal Opportunity Employer (EOE)

Application Deadline: Open Until Filled