



November 13, 2024

Human Resources Manager Position

Healthy Rural California, Inc. seeks a full-time Human Resources professional to support the operations of our new but growing charitable non-profit organization in Chico. This full-time position must work in person at least 3 days/week and can work remotely up to 2 days a week.

Healthy Rural California's Human Resources (HR) Manager oversees all aspects of an organization's human resources function, including recruiting, hiring, employee relations, performance management, training and development, benefits administration, ensuring compliance with employment laws, and fostering a positive work culture, acting as a bridge between management and employees to strategically manage the workforce and optimize talent within the company.

Our HR Manager will also facilitate onboarding residents, faculty program leadership, and other GME leaders as employees or independent contractors. Healthy Rural California has launched 2 newly accredited specialty residency programs, Psychiatry and Family Medicine, in the GME-naïve area of Butte County. Experience with Graduate Medical Education is a plus.

Healthy Rural California is also exploring initiatives such as a clinic. Experience with healthcare professionals would be very helpful.

Because Healthy Rural California is still growing, we seek flexible team members. For the HR Manager, there are some General Manager or Office Manager duties that may be required. This includes supporting payroll and general office needs including moving offices and event support as needed.

Key responsibilities of the HR Manager include:

Recruitment and Hiring: Leading the recruitment process, sourcing candidates, conducting interviews, evaluating applicants, and making hiring decisions. Recruit, interview and onboard interns from CSU Chico to work with different departments in the Spring, Summer or Fall. Manage the VISTA Associate programs as needed; we currently have one VISTA Associate. Support interviews and applications of medical students for rotations and residents for our residency programs, participate in Match Day every March, and support the unique onboarding of residents in Sacramento and Chico at our different clinical sites.

Onboarding and Training: Developing and implementing new employee orientation programs, providing training and development opportunities for existing staff. As Healthy Rural California develops new initiatives, remains proactive and supportive of the CEO.

Performance Management: Setting employee performance goals, conducting performance reviews, providing feedback and coaching to employees. Healthy Rural California has two departments with lead supervisors for each department. The HR Manager can provide support for their supervision. The HR Manager will also conduct the CEO's annual evaluation and agreement.

Employee and Resident Relations: Addressing employee concerns, mediating disputes, investigating complaints, and ensuring a positive work environment. Work with payroll company and legal representation as necessary.

Compensation and Benefits:

Managing employee and residents' benefits plans, including health insurance, retirement plans, and paid time off, ensuring competitive compensation packages. Consider special situations, such as the requirement that any changes to resident salaries and benefits must be approved of by the GME Committee. Work closely with the finance team and CEO to meet California's legal requirements for hourly

pay and other changes as they occur. Manage the vendors and systems responsible for providing benefits. Conduct open enrollment and new hire and termination of benefits and COBRA.

Compliance:

Staying updated on employment laws and regulations, ensuring the company adheres to all legal requirements regarding hiring, termination, discrimination, and workplace safety. Manage relationship with training vendor and ensuring HRC staff receives training in compliance with California regulations. Responsible for maintaining the HRC Harassment Policy and annual evaluation of the Workplace Violence Prevention Plan.

Policy Development:

Creating and updating company policies related to employee conduct, leave of absence, disciplinary actions, and other HR matters. Maintain the employee and resident handbooks in partnership with the related teams or leadership.

Talent Management:

Identifying high-potential employees, developing succession planning strategies, and fostering career growth opportunities. Facilitate annual evaluations. Analyze evaluation programs that are appropriate for Healthy Rural California's professional staff. Support the milestones review of residents progressing through their residency programs.

Data Analysis:

Tracking key HR metrics like employee turnover, absenteeism, and engagement to identify trends and implement improvements. Track resident salaries in other residency programs. Provide comprehensive analytics on Cost of Living Adjustments annually, in partnership with the finance team and CEO.

Communication:

Communicating HR policies and updates to employees and managers, providing clear and consistent information.

Skills and Qualifications for an HR Manager:

- Strong understanding of employment laws and regulations. SHRM certification preferred.
- Excellent communication and interpersonal skills
- Proven ability to build relationships with employees and managers
- Leadership and decision-making skills
- Analytical and problem-solving abilities
- Proficiency in HR software and systems
- Bachelor's degree in Human Resources Management or related field
- Relevant HR certifications (SHRM-CP, SHRM-SCP) preferred. We would consider the title of HR Director depending on your years of experience and SHRM certification.

To apply for this position, submit your cover letter and resume to Kristy Bird MaKieve, CEO and GME Administrator, at kmakieve@healthyruralca.org. We aim to schedule interviews in early December or mid-January and onboard the HR Manager no later than February 1, 2025.