



***Reputable Community Healthcare Clinic seeks Human Resources Operations Manager
Join mission driven organization which is respected and well loved by the Community we serve!***

This is a great opportunity to share your work within an organization that cares for the community of Healdsburg, Windsor, Geyserville, and beyond.

At Alliance Medical Center (AMC), we believe everyone deserves the highest quality care. We provide primary medical and dental care within a broad array of services - including prenatal, a teen center, all ages dental care, mental health, nutrition health services - that help our patients' live healthier lives.

Our mission is to improve the health and wellness of our diverse communities. We provide accessible, caring, and high quality healthcare services. We are a recognized Federally Qualified Healthcare Center (FQHC) leader in improving the health of our communities. We are proud to serve a diverse population of approximately 13,000 predominantly Spanish speaking patients.

AMC's Healdsburg and Windsor Medical locations are both recognized PCMH (Patient Centered Medical Home) sites and we are proud to be eligible to recruit National Health Service Corps Scholars, Physicians, and Registered Nurses with student loan repayment needs with Highest HPSA Primary Care score 16!

AMC is currently seeking an onsite Human Resources (HR) Operations Manager, Full Time, for our organization. If you have a passion for People and Human Resources, this is a great opportunity working with a caring, talented, and diverse group of healthcare professionals.

What you will do at AMC:

The HR Operations Manager is an individual contributor role and will be responsible for performing HR-related duties at a professional level, with a high degree of independence and critical thinking. This role reports to the executive Director of HR and provides the leadership to deliver a spectrum of strategic and tactical HR support and programs for 100+ staff and managers. This is a hands-on, solution-focused role that helps drive business results by ensuring our ability to attract, engage, and develop the best talent for the 4 Sites of the Clinics. The HR Operations Manager will be responsible for HRIS, employee safety, workers compensation, benefits administration, recruitment, compensation, onboarding, audits, and ensuring compliance with state and federal regulations at all times.

Key Qualities of AMC's HR Operations Manager:

- Human Resources is your passion - you will be a great thought partner for the HR Team.
- You thrive in a busy environment - you easily balance being available to staff and staying focused on details that matter.
- You are an excellent manager of time – you take pride in getting the work done.
- You are innovative, enthusiastic, and are not afraid to create and lead new initiatives to improve service to staff.

What AMC's HR Operations Manager will do – Essential Duties and Responsibilities:

- Implement strategic human resources programs for company use including: HRIS system, implementation, compensation guidelines, career pathing, actionable employee satisfaction measurement and improvement program, HR reporting and measurement, update employee handbook, PTO implementation and management, audit HR practices for compliance, support with diversity and inclusion program design.
- Manages the recruitment for all exempt and nonexempt staff; works with supervisors to screen, coordinate, and interview candidates with expectation of being present at all interviews as AMC's HR representative.
- Completes special projects by clarifying project objective as directed by executive Director of HR; sets timetables and schedules; conducts research; develops and organizes information and delivers the final product.
- Project implementation of HRIS modules through Paylocity including Web Benefits, Performance Management, HR, and Recruitment dashboard design.
- Oversees HR Metrics using HRIS (Paylocity): analyzes staffing, retention, turnover, exit interview data and other information necessary to provide direction on key areas of focus to drive business results.
- Manage and provide expertise on Leaves of Absence, Disability, Workers Compensation policies while keeping current on federal and state laws and regulations.
- Manages any Employee Relation matters and investigations; partners with Director of HR as needed.
- Supports Operations in creating Training curriculum for new hires and staff and leads various HR trainings for employees and managers; Oversight of Continuing Education for Clinical positions.
- Manages company's Employee Benefits, Retirement 403(b) Plan, and various staff related Services; manages Open Enrollment and interfaces regularly with benefits broker. and TPAs. This includes approving loans and administering withdrawals and transfers.
- Responsible for AMC's Employee Safety Program by coordinating the ergonomic needs of AMC's staff in a timely manner thereby ensuring equipment is properly installed by facilities to avoid exposure to AMC.
- Manages employee data for accuracy in the HRIS system including: employee status, benefits changes, accurate leave balances, PTO, and benefit enrollment/deductions.
- Develops, recommends, and implements staff policies and procedures; works with AMC counsel, to maintain and update employee handbook as needed.
- Manages Performance Management, Compensation, and Employee Retention programs.
- Remains current on employment compliance changes (e.g. laws, ordinances, policies, procedures), and updates written materials accordingly.
- 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.
- Partners with the executive Director of HR to develop and edit HR procedures, communicates HR procedures to Staff, and ensures Management is accountable.
- Other duties as assigned based on organizational priorities.

Qualifications

- Bachelor's degree either in social science, business, or a related field, required.
- Minimum 5 years HR Generalist experience in corporate HR role, required.
- Implementing systems for company scale: HRIS system, PTO management, internal communications via intranet, and change management process.
- Extremely strong project and time management skills.
- Ability to work independently and with a high degree of professionalism and confidentiality.
- Experience creating, executing, and owning a variety of HR programs.
- Proficiency in MS Office including Word, Excel, PowerPoint, and learning new software applications. solid proficiency with HRIS, experience with Paylocity.
- Superb written and verbal communication skills.
- Technically savvy.

- Confidential and extremely professional in character.
- Excellent verbal, written and communication skills with a customer service-oriented work style.
- Healthcare and/or FQHC experience a plus.
- Human Resource certification a plus.

To apply:

Email resume to hr@alliancemed.org with title of position in headline.

AMC is an EOE

Local Candidates only.