

# KAIROS

The moment when change is possible

Administrative Offices  
715 SW Ramsey Avenue  
Grants Pass, OR 97527  
(541) 956-4943  
Fax (541) 956-5463

## Job Description

<b>Job Title:</b>	HR MANAGER / HR GENERALIST
<b>Range:</b>	M1 / S12
<b>Program:</b>	SPAN
<b>Supervisor:</b>	HR Director
<b>FLSA Status:</b>	Exempt / Non-Exempt
<b>Degree of Supervision:</b>	Weekly
<b>Positions Supervised:</b>	None
<b>Primary Purpose:</b>	<p>Depending on experience, will consider candidates at HR Manager or HR Generalist level and range, with preference to qualified HR Manager candidates. <u>HR Manager</u> performs at professional level responsible for management, compliance, consultative guidance, and efficiencies of these HR processes and programs: onboarding, onboarding training, credentialing, performance management, pay and equity analysis, employee development and recognition, employee information and actions, progressive discipline, termination, and unemployment. Responsible for HR initiatives and projects in: EEO/affirmative action and reporting, workplace culture, and employee information audits/reviews. Manages HR Assistant, and is backup on HR risk management (e.g., worker compensation, FMLA/OFLA, ADA) and in absence of HR Director. <u>HR Generalist</u> performs duties at the professional level and is responsible for compliance, guidance, and efficiencies of these HR processes: onboarding, credentialing, performance management, pay and equity analysis, employee development and recognition, employment information and actions, termination, and unemployment. Responsible for EEO/affirmative action administration and reporting, employee information audits/reviews. Serves as backup on onboarding training and HR risk management (e.g., worker compensation, FMLA/OFLA, ADA). Both may lead or participate in projects and committees as assigned by HR Director.</p>

**Education and Experience:**

HR Manager: Minimum requirement is three years of HR professional experience in range of HR processes and programs, and must include progressive responsibility in HR consultative guidance on performance and progressive discipline matters. Bachelor's degree preferred in business, human resources, or comparable behavioral sciences and/or HR professional certification and comparable combination of years of education and professional HR experience. Proven excellence in written, interpersonal, and confidential communication skills. HR Generalist: Minimum requirement is two years of HR experience with increasing professional level responsibilities in multiple areas of HR and HR professional certification and/or comparable combination of years of education and professional HR experience. Proficient written and interpersonal communication skills required. Both positions: Proficiency in HRIS and HR data reporting, and Microsoft Office applications including Excel. Familiarity with HR technology implementation and federal and Oregon employment laws preferred. Mental health industry and/or supervisory experience a plus.

**Minimum Qualifications:**

1. Provide proof of current, valid Oregon Driver's License (or if out-of-state will obtain Oregon license within 30 days), comprehensive automobile insurance (if applicable) and a safe driving record (minimum of 3 yrs.) to use company or personal vehicle for required duties.
2. Successfully pass a Criminal Background Check and Medicaid Fraud Check.
3. Become BCU/QED (Background Check Unit/Qualified Entity Designee) within three months.

**Essential Duties and Responsibilities:****HR Manager:**

- A. Manages onboarding process, onboarding training, and tracks and ensures compliance. HR expert on onboarding training requirements and provides recommendations and guidance.
- B. Manages, tracks and ensures compliance on all employee information and documentation as dictated by governing agencies and Kairos policies, including new hires documents, employee actions, performance reviews, progressive discipline, and termination. Responsible for and supports audits/reviews of employee information, and for maintaining and communicating employee contact information. HR expert on employee record keeping requirements.
- C. Liaison to managers and supervisors, coaches, counsels and guides on performance management and progressive discipline matters. Manages 90 day and annual performance management processes.
- D. Manages credentialing process, facilitates application start-up process at monthly Onboarding, and tracks and follows up on completions. HR expert on credentialing requirements and provides recommendations and guidance.
- E. Responsible for development, management, and communication of employee development and recognition programs and options, and tracking usage and effectiveness, including for different types of positions and program needs.
- F. Working with HR Director, coordinates projects and initiatives related to pay and equity analysis, and workplace culture, including coordinates annual workplace culture survey and related analytics and follow up actions.

- G. Maintains, processes, and responds to all Unemployment Notices of Entitlement and potential charges in a timely, efficient manner. Recommends response approaches and attends unemployment hearings when necessary on Kairos behalf.
- H. Generates HR reports and analytics on employee population and actions to ensure compliance, equity, and monitor trends. Provide information and analysis for monthly and annual reports to Clinical Directors and Program Managers.
- I. Creates and delivers training to supervisors and employees in HR topics related to areas of responsibility.
- J. Compiles data and completes annual required compliance reports: EEO; Veterans; affirmative action.
- K. Serves as backup on HR risk management (e.g., workers compensation, FMLA/OFLA, ADA) and HR Director.
- L. May be assigned HR Partner responsibilities to selected programs.
- M. Supervises HR Assistant. Reports to HR Director.
- N. Contribute to and/or lead HR projects and tasks as assigned by HR Director. May serve in lead role to other HR staff for HR projects and/or responsibilities, as assigned.
- O. May be appointed to participate and/or lead HR-related committees and/or special projects.

### **HR Generalist:**

- A. Manages onboarding process, and tracks and ensures compliance. HR expert on onboarding requirements and provide guidance as needed.
- B. Manages, tracks and ensures compliance on all employee information and documentation as dictated by governing agencies and Kairos policies, including new hires documents, employee actions, performance reviews, progressive discipline, and termination. Responsible for and supports audits/reviews of employee information, and for maintaining and communicating employee contact information. HR expert on employee record keeping requirements.
- C. Manages 90 day and annual performance management processes.
- D. Manages credentialing process, facilitates application start-up process at monthly Onboarding, and tracks and follows up on completions. HR expert on credentialing requirements and provides guidance as needed.
- E. Working with HR Director, supports projects and initiatives related to pay analysis, equity, inclusion, and annual workplace culture survey and related follow up actions
- F. Maintains, processes, responds to all Unemployment Notices of Entitlement and potential charges in a timely, efficient manner. Provides support for unemployment hearings.
- G. Generates HR data for reports on employee population and actions to ensure compliance and monitor trends. Provide information for monthly and annual reports to Clinical Directors and Program Managers.
- H. Creates and delivers training to supervisors and employees in HR topics related to areas of responsibility.
- I. Compiles data and completes annual required compliance reports: EEO; Veterans; affirmative action.
- J. Serves as backup on HR risk management (e.g., workers compensation, FMLA/OFLA, ADA) and onboarding training.
- K. Serves as lead to HR Assistant on Onboarding requirements. Reports to HR Director.
- L. Contribute to and/or lead HR projects and tasks as assigned by the HR Director. May serve in lead role to other HR staff for HR projects and/or responsibilities, as assigned.
- M. May be assigned HR Partner responsibilities to selected programs.
- N. May be appointed to participate and/or lead HR-related committees and/or special projects.

### **Competencies**

1. HR Expertise
2. Communication
3. Consultation
4. Critical Evaluation
5. Ethical and Confidential Practice
6. Organization Acumen

7. Organizational & Cultural Awareness
8. Relationship Manage

### **HR Employee:**

AA. In all areas of HR responsibility mentioned above:

- a. Maintains proficiency in all systems and particular modules used to store and retrieve employee data, record employee actions, and display information. May include but not limited to HR and non-HR systems such as HRIS, Blackbaud, Stratustime, clinical system, Relias, Survey Monkey, SAIF workers compensation, CaseBuilder/unemployment claims, Kairos employment webpage and LinkedIn.
- b. Maintains proficiency in all Microsoft applications used for HR transactions and reporting. May include but not limited to Excel pivot tables, powerpoint.
- c. Helps interpret and update HR policies and drafts and maintains related guidelines and procedures.
- d. Maintains compliance with federal and state regulations.

BB. Recommends new approaches and best practices for continual improvements in efficiency and effectiveness within the HR team, for HR service delivery across Kairos programs, and for collaborative partnering with other Kairos operations teams regarding interrelated processes and data.

### **Kairos employee:**

CC. Abides by ethical codes, mission, values, and professional standards, including confidentially.

DD. Actively utilize, reference, and follow agency policies, procedures, and guidelines.

EE. Presents a positive attitude, professional demeanor and demonstrated respect with youth and young adults, families, staff, visitors, and community partners.

FF. Performs all work tasks in a proper and safe manner per established policies, procedures and guidelines to prevent unnecessary injury, time loss and agency expense.

GG. Attends HR professional development trainings and meetings as assigned.

### **Attendance:**

Maintain prompt and regular attendance.

Ability to be flexible and adjust schedule as necessary to fit program needs and meet the needs of youth and their families.

**Physical Demands:** The physical demands described here are representative of those that must be met by the staff person to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the staff person is regularly required to use hands to type, handle, reach with hands and arms; talk or hear. The staff person frequently is required to stand and walk. The staff person is occasionally required to sit, stoop, kneel, crouch or crawl. The staff person must frequently lift and or move up to 10 pounds and occasionally lift and/or move up to 45 pounds. Specific vision abilities required for this job include close vision, distance vision, and depth perception and operating a motor vehicle.

**Working Conditions:** The working conditions described here are representative of those that must be met by the staff person to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the staff person is frequently exposed to loud noises, outside weather conditions such as heat, cold and humidity. The staff person is occasionally exposed to chemical solutions and body fluids.

**Hazardous Conditions:** Risk of verbal and physical threats and harm from clients. Possible exposure to air and Bloodborne Pathogens.

**Equipment Used:** May include general office equipment, such as computer, telephone, agency or personal vehicle, general cleaning supplies, and kitchen utensils/supplies.

**Travel:** Travel is expected for required trainings, meetings and recruitment events.

**Other Responsibilities:**

This job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required for this job. Duties, responsibilities and activities may change at any time with or without notice.

Staff signature below constitutes staff's understanding of the requirements, essential functions and duties of the position.

Staff signature: \_\_\_\_\_ Date \_\_\_\_\_