
POSITION DESCRIPTION

Job Title:	Human Resources/Payroll Coordinator	Effective Date: 9/01
		Revised: June 2011

Summary Description:

Responsible for performing facility Human Resources and Payroll functions in accordance with policies and procedures and applicable federal, state and local laws, guidelines and regulations and as directed by the Administrator or designee.

Essential Functions and Responsibilities:

1. Assists in planning, developing, organizing, implementing and evaluating Human Resources and Payroll functions and activities within the facility.
2. Maintains personnel files in compliance with policies and procedures and applicable state and federal guidelines.
3. Assists department heads with staffing needs to include direct mail, hosting/attending job fairs, developing/placing employment advertisements and networking within local employment resources and the local employment community.
4. Promotes the implementation of facility-sponsored recruitment and retention programs; assists department heads in the development and implementation of programs designed to improve staff recruitment and retention.
5. Advises Administrator of recruiting and compensation trends in the local market; conducts periodic wage surveys to ensure local market competitiveness, as directed.
6. Ensures hiring and discharge procedures are appropriate and in compliance with policies and procedures and applicable state and federal guidelines. Ensures that all background screening, including criminal history and reference checks, are conducted in accordance with state laws and regulations and that licensure checks are completed upon hire and monthly in accordance with facility policy.
7. Coordinates and conducts new employee orientation. Explains personnel and payroll policies and procedures, regulations and other related requirements as relevant to the position and job functions.
8. Develops, implements and maintains a filing system for personnel files that meets the needs of the facility and complies with established policies and procedures. Ensures confidentiality and safeguards records at all times.
9. Develops and maintains a good working rapport with inter-department personnel, as well as other departments within the facility, to assure that Human Resources and Payroll services and activities meet the needs of the facility.
10. Assures that all personnel are informed of established human resources and payroll practices.

11. Performs data input (e.g. new hires, changes, terminations, missed punches, PTO hours, etc.) into the Kronos payroll system, makes any necessary changes in the system (e.g. wage changes, etc.) and ensures all documentation for any data input is approved and tracked.
12. Reviews and makes corrections to standard Kronos payroll system reports (punch detail, PPD/overtime, approaching overtime, open positions), reviews reports with department heads on a daily and weekly basis and presents the reviewed reports to the Administrator for signature.
13. Completes and transmits payroll to the payroll processing company in a timely and accurate manner.
14. Maintains payroll files and assists in solving payroll problems as necessary.
15. Maintains workers compensation programs, files and reports as directed.
16. Assists in preparing and submitting work injury claims for employees. Follows through with employee and third party administrator until employee is released to full duty.
17. Communicates and assists employees in enrolling in the health benefit programs.
18. Works with employees to complete required forms and documentation for FMLA and leave of absences. Responsible for ensuring that employees receive all required notices and information relating to FMLA and other leaves of absence.
19. Acts as liaison between management and employees of the facility. Supports the facilities efforts and advises management of any issues/concerns.

MARGINAL FUNCTIONS

1. Informs personnel, patients/residents, family members, visitors, etc, of the facility's standards and procedures, as directed by the Administrator.
2. Ensures that patient's/resident's rights to fair and equitable treatment, self-determination, individuality, privacy, property, and civil rights, including the right to file complaints, are maintained at all times.
3. Maintains confidentiality of all employee and employment-related information to ensure individual rights are protected.
4. Maintains a positive employee relations program that serves the best interests of the facility and community.
5. Creates and maintains an atmosphere of warmth, personal interest, and positive emphasis, as well as a calm environment throughout the facility.
6. Coordinates administrative procedures with other departments as necessary.
7. Develops and participates in programs designed for in-service education, on-the-job-training, and orientation classes for newly assigned personnel. (Includes maintaining appropriate record-keeping requirements of when classes were held, subject matter, attendance, etc.)
8. Keeps abreast of current changes in administrative procedures.
9. Prepares written and oral reports/recommendations to the Administrator concerning human resources and related procedures.
10. Ensures that the office is maintained in a clean and safe manner and that necessary equipment and supplies are maintained to perform required duties.
11. Provides information to employees as necessary or refers to appropriate department or agency.
12. Works with consultants to develop and implement recommended changes as necessary.
13. Ensures the facility's open door policy is implemented and followed in accordance with established standards and procedures.

14. Participates in overall quality assessment and improvement program activities.
15. Performs other related duties and responsibilities as directed.

Other Duties:

1. As this job description is not intended to be all-inclusive, the employee will be expected to perform other essential functions and duties as assigned.

Standard Responsibilities:

1. Supports the facility.
2. Is knowledgeable of patient/resident rights and promotes an atmosphere which allows for the privacy, dignity and well-being of all residents in a safe, secure environment.
3. Supports, cooperates with, and implements specific procedures and programs for:
 - A. Safety, including precautions and safe work practices, established fire/safety/disaster plans, risk management, and security, report and/or correct unsafe working conditions, equipment repair and maintenance needs.
 - B. Confidentiality and privacy of all data, including patient/resident, employee and operations data.
 - C. Compliance with all regulatory requirements.
 - D. Compliance with and enforcement of current law and policy to provide a work environment free from harassment and all illegal and discriminatory behavior.
4. Supports and participates in common teamwork:
 - A. Cooperates and works together with all co-workers; plan and complete job duties with minimal supervisory direction, including appropriate judgment.
 - B. Uses tactful, appropriate communications in sensitive and emotional situations.
 - C. Reports complaints, problems and concerns regarding co-workers, management or residents in accordance with company policy.
 - D. Promotes positive public relations with patients, residents, family members and guests.
 - E. Completes requirements for in-service training, acceptable attendance, uniform and dress codes including personal hygiene, and other work duties as assigned.
5. Agrees to comply with the Code of Conduct.

Employment Standards:

Education: Must minimally be a high school graduate. College education in business/human resources preferred.

Experience: Must have experience in human resources, payroll, or a related field. Operating experience with Kronos payroll system is preferred.

Other: Must have a reliable source of transportation. Must be a good communicator.

Working Conditions:

Works in office areas as well as throughout the facility. Must be able to move about intermittently during working hours including standing, lifting, bending, stooping, twisting, pushing and pulling. Must be able to read, write and speak the English language. Must be able to transfer residents and assist in emergency evacuations. Interacts with residents, family members, staff, visitors, government agencies/ personnel, etc., under all conditions/ circumstances. Must be able to relate and work with the disabled, ill, elderly, emotionally upset and at times, hostile people within the facility. May be involved in community/civic health matters/ projects. May be exposed to infectious waste, diseases, conditions, etc., including exposure to the AIDS and hepatitis B viruses. Must be able to effectively communicate with the management staff, medical staff, nursing staff, and other unit supervisors. Maintains a liaison with residents, their families, support staff, etc. to assure that the residents' needs are continually met.

Receipt and Acknowledgment:

I acknowledge and understand that:

Receipt of the job description does not imply nor create a promise of employment, nor an employment contract of any kind. My employment is contingent upon acceptable job performance at all times.

The job description provides a general summary of the position in which I am employed, that the contents of this job description are job requirements and, at this time, I know of no limitations that would prevent me from performing these functions with or without reasonable accommodation. I further understand that it is my responsibility to inform my supervisor at any time that I am unable to perform these functions.

This job description is not intended to limit or modify the right of any supervisor to assign, direct, and control the work of employees under his/her direction. Job duties, tasks, work hours and work requirements may be changed at any time. I agree to follow the instructions and duties as directed by management.

Acceptable job performance includes completion of the job responsibilities as well as compliance with the policies, procedures, rules and regulations.

I have read the above position description and fully understand the requirements set forth therein. I hereby accept the position and agree to abide by the requirements set forth.

Employee Signature

Date

Manager/Supervisor Signature

Date