



Position: HR Professional	
Department: Human Resources	
Reports To: CEO or other leadership as assigned	
FLSA Status: Non-exempt	OSHA Exposure Category: III
Effective Date: March, 2005	Revised: 06/2009, 09/2011, 02/2013, 11/2015, 03/2017;03/2019;07/2020

Job Objective: The Human Resource Professional is responsible for performing HR-related duties on a professional level and works closely with Administration and Management of NRMC in supporting the needs of the department and organization. This position carries out responsibilities in the following functional areas: compensation, benefits, administration, employee relations, training and performance management, on-boarding, policy development and implementation, recruitment/employment, affirmative action and employment law education and compliance.

Qualifications:

1. Bachelor’s degree in Human Resources, Business Administration or similar field preferred with three (3) to five (5) years of experience. Other combinations of education and experience may be considered.
2. HR Certification or ability to acquire certification highly preferred.
3. Knowledge of Federal and State employment, as well as wage and hour regulations. Montana experience preferred.
4. Strong analytical and organization skills required.
5. Ability to execute multiple tasks with minimal supervision while maintaining confidentiality.
6. Able to deal with stressful situations competently, effectively, and courteously.
7. Advanced computer skills in Word, Excel, PowerPoint, and Outlook preferred. Experience with healthcare software in various Human Resource settings preferred.

Job Duties:

1. Administers various Human Resource (HR) programs and procedures as assigned for all company personnel; edit and update HR policies and procedures as requested. Provide research and assistance in developing new policies as assigned.
2. Participate in the administration of the compensation program; monitor the performance evaluation program and work closely with the leadership team to revise as necessary.
3. Perform benefit administration support to include claims resolution, change reporting, approving invoices for payment and communicating benefit information to employees.
4. File reports annually and maintains other records.
5. In partnership, with Senior Leadership and Administration: communicate needs for employee relations counseling, and exit interviewing. Participate in administrative staff meetings and attend other meetings and seminars as directed by leadership.

6. Assist in the production, evaluation and analysis of necessary reports; contribute to the decisions and results of department in relation to established goals. Recommend new approaches, policies and procedures to effect continual improvements in efficiency of the department and services performed.
7. Complete HR projects as assigned.
8. Participate in the development of department goals, PI projects, objectives and systems.
9. Maintain compliance with federal and state regulations concerning employment.
10. Perform other related duties as required and assigned by leadership.
11. Serve as a backup resource to payroll.

Disclaimer – Not all inclusive – other duties as assigned. Every effort has been made to make this position description as complete as possible. However, it in no way states or implies that these are the only duties required. The omission of specific statement of duties does not exclude them from the position if the work is similar, related, or is a logical assignment to the position.

Mission: Northern Rockies Medical Center provides quality healthcare that serves our communities in a private, safe and caring environment.

Vision: Northern Rockies Medical Center will be the provider of choice, setting the standard for quality healthcare in the region.

Values:

Values PEOPLE

- The needs of the patient come first.
- Patients, families, and staff will be treated with courtesy and compassion.

Values QUALITY

- Excellence through continuous improvement in safety and care.
- Teamwork through the unity of all departments to serve our communities and each other.

Values OWNERSHIP

- Doing what is right for those we serve.
- Having pride in our work.
- Holding ourselves accountable for efficient management of NRMC resources.

Schedule: Primarily weekdays (Monday through Friday from 8 am to 5 pm with 1 hour lunch period). Occasionally may be required to adjust schedule hours to include nights and weekends.

Compliance Plan and Code of Conduct: Northern Rockies Medical Center Inc. is dedicated to the highest ethical standards as it is essential to meeting our commitment to our mission and vision. Individual responsibilities include adhering to our organizational Compliance Plan and Code of Conduct.

- (A) Maintains awareness and understands the organization-wide compliance plan. Familiar with and adheres to NRMC's published Code of Conduct which provides guidance and expectations regarding confidentiality, conflict of interest, billing, controlled substances, Emergency Medical Treatment and Labor Act (EMTALA), payments for referrals, gifts, anti-kickback laws, safety and health, waste disposal, and compliance with antitrust laws, advertising and marketing, discrimination, insider trading and government requests.
- (B) Reports any violation or suspected violation of this Code or other hospital policies or procedures to supervisor, Compliance Officer or through the compliance hotline.
- (C) Attends and/or completes mandatory training regarding organizational compliance.

Work Environment: Acute care hospital, professional office setting. Area is well lit and ventilated. Possible exposure to marked changes in temperature, humidity, and noise.

OSHA Exposure Category: (III) Tasks involve no exposure to Blood/Body Fluids or Tissue. The normal work routine involves no exposure to Blood/Body Fluids or Tissue (although situations can be imagined or hypothesized under which anyone, anywhere might encounter potential exposure). Persons who perform these duties are not called upon as part of their employment to perform or assist in emergency medical care or first aid or to be potential exposed in some other way. Tasks that involve the handling of implements or utensils, use of public or shared bathroom facilities, telephones, and personal contact such as hand shaking are Category III tasks.

Dress Code: Must comply with Northern Rockies Medical Center Dress Code Policy Admin.0012 and departmental guidelines.

Physical Demands: Requires repetitive bending, pulling, pushing, kneeling, walking and lifting up to 50 lbs. Visual acuity within normal limits. Must be able to read charts, orders, notes, and office reports.

Employee Certification: I have read the above JOB DESCRIPTION and accept the responsibilities as outlined. I know of no reason that will keep me from performing the duties as described without reasonable accommodations being made by Northern Rockies Medical Center (NRMC). I agree to inform my supervisor immediately if I am unable to perform as expected.

Employee Signature

Date