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**Position Specification: Director, Human Resources**

Our client is a highly prestigious Medical Center, located in the Northern California Bay Area. Founded over 100 years ago, the Medical Center has evolved from a small city hospital into a major medical center. Our client is an accredited, fiscally sound, non-profit, nearly 400-bed facility, with more than 600 physicians. The Medical Center offers the most advanced surgical procedures, treatment options, and comprehensive health care services available. In addition to being recognized as one of the top 100 hospitals in the United States for cardiovascular services, our client offers exemplary medical, surgical, and specialty programs for spine care, orthopedics, and respiratory. The Medical Center also provides many programs and services aimed at creating a healthier community which provides urgent care to those without health insurance.

The Medical Center is a member of a prominent and well-respected regional health care system of hospitals and medical centers in California. The system encompasses some of the finest physicians, nurses, staff and facilities in the state. The organization has a deep-seated culture of providing comprehensive, excellent healthcare that is compassionate and attentive to the whole person: body, mind and spirit. These Values include Respect, Compassionate Service, Simplicity and Advocacy for the Poor.

**The Management**

The management team is a highly competent, motivated, seasoned and compatible group of business and clinical professionals who support and empower caregivers and patients across the entire continuum of care. The style of management is deeply rooted in the team approach. To complement the management team, an individual must be able to blend his/her individual success into that of the entire team. The management team is comprised of highly focused individuals dedicated to providing the highest standards of care in a productive business and service delivery model.

**Reporting Relationship**

The Director of Human Resources works with Director of Social Services and President and CEO to promote the development of a common culture for associate relations which is consistent with the DCHS mission, core values and strategic plan. The Director, reports to the Director, Social Support Services on a day-to-day basis and to the President and CEO for Labor Relations and Strategic Management issues.

**Position Description**

The Director, Human Resources is responsible for leading the development, implementation and evaluation of all Human Resources plans and programs for two acute care hospitals and a home health agency. The Director, Human Resources develops and implements human resources strategies and tactics that support the mission, values and goals of the organization. Experience in Labor Relations is a must, as the successful candidate will lead management in negotiating collective bargaining agreements. The following are the key components of this Position:

1. Lead the human resources/organizational function and its systems and support services that ensure quality results in the identification, recruitment, selection, retention, and development of key personnel.
2. Establishes effective mechanisms for collaboration with associates in support of Seton's mission and strategic business initiatives.
3. Maintains expertise in human resources "best practices" and provide a forum to leverage breakthroughs and expertise to ensure effective and efficient utilization of human resources.
4. Provides leadership in the formulation and consistent application of human resources plans, policies, and practices in connection with compensation, recruitment and selection, workplace diversity, succession planning, performance management and labor relations. Ensures Regional compliance with all Federal, State, and local labor laws.
5. Works with Director of Social Services and President and CEO to promote the development of a common culture for associate relations which is consistent with the DCHS mission, core values and strategic plan.
6. Develops systems and appropriate collateral material to ensure effective associates, including those represented by collective bargaining units.
7. Establishes effective mechanisms for communication and interface with all associates, including those represented by collective bargaining units.
8. Advises senior management team on the establishment and execution of strategy for negotiation with collective bargaining units.
9. Creates and implements processes designed to measure the effectiveness of Human Resources policies, programs and practices.
10. Identifies and supervises appropriate consultants to assist with organizational development activities.

### **Responsibilities**

The Director, Human Resource's responsibilities include but are not limited to:

1. Advises administration, supervisor staff and associates at all facilities as to the proper interpretation of various personnel and managerial policies, procedures and regulations and collective bargaining agreements
2. Develops a departmental budget covering all facilities; recommends changes in funding for cost centers based on labor market conditions, benefit trends, and expenses associated with modifications in government reporting requirements
3. Represents the organization at outside conferences, labor hearings, association meetings and seminars related to human resources activities
4. Represents management in negotiating collective bargaining agreements
5. Recommends policies and procedures to achieve institutional objectives while ensuring maximum utilization and retention of personnel
6. Furnishes recommendations on courses of action in handling employees concerns and problems to department heads, managers and supervisors
7. Investigates causes of disputes and employee disciplinary problems' recommends follow-up action to management, including written warnings, suspension and discharge action in conjunction with established institutional policy
8. Consults with legal counsel and manages their involvement in instances where legal participation is appropriate to minimize organizational risk
9. Monitors the organizations' grievance program and acts as an advisor to all parties during the various levels of the process

### **Background and Education**

The successful candidate will possess a Bachelor's Degree in Business Administration, Human Resources or another related field, an advanced degree and PHR or SPHR certification are highly preferred.

A minimum of 7 to 10 years of Human Resources management experience in the areas of employee relations, staffing, benefits, compensation administration, training and policy development and implementation is a must. The candidate should possess a strong Labor Relations background.

### **Traits and Characteristics**

The Director, Human Resources is a key position in the organization. The successful candidate must possess the following skills:

Excellent Communication Skills, both written and oral: The successful candidate's communication style should be direct, but not confrontational. The successful candidate must be a good listener. He or she must have the ability to get a complete understanding of the user needs, prioritize those needs and clearly communicate the action timetable to the users in a level of communication that they require.

Sense of Urgency: The successful candidate will possess a high energy level, which allows them to react to situations quickly and decisively, possessing self confidence to be assertive when taking a position, not being afraid to make decisions.

Image and Presence: The successful candidate will have significant exposure to patients, medical staff, outside consultants and constituents. As such, he or she must project the appropriate image for the Company.

Accountability: He or she should be a results oriented team player who leads by example, holds him or herself accountable for performance, takes absolute ownership, and champions all aspects of the program.

Indomitable Work Ethic: The successful candidate will reject setbacks and will enthusiastically persist until ambitious goals are achieved. He or she will be resourceful and innovative at managing the day-to-day operations of the department, as well as gaining support and understanding for future systems deployments, enhancements and capabilities.

### **The Opportunity**

This position offers the right person an opportunity to work in an innovative environment. The Director, Human Resources will have an opportunity to significantly grow their direct experience and knowledge of the industry and position themselves to meet future career challenges with a broad and noteworthy experience base. The successful candidate will have the opportunity to work in a well-known and respected healthcare delivery facility and health system.

### **Compensation**

The compensation plan is based on a competitive base salary commensurate with the experience and the demonstrated accomplishments of the successful candidate, and will reflect the opportunity at the organization. The organization has an excellent employee benefits package, consisting of medical coverage, a dental plan, life insurance, and a 403 b program.