



JOB ANNOUNCEMENT

For Internal and External Candidates

HUMAN RESOURCES MANAGER

Department: Administration and Finance

Reports To: CFO

Closing Date: Open Until Filled

Become a part of EMI Health's growing organization. EMI Health is an employee benefits firm providing medical, dental and vision insurance products to companies and individuals in 10 states. We provide our employees with an outstanding benefit package that includes paid medical and dental coverage for employees, paid time off, holiday pay, vision, life, disability, HSA and retirement savings plans. In addition, we provide our employees with a fully equipped onsite fitness center and subsidize mass transit passes.

We are a tobacco free workplace, hiring non-tobacco users only.

EMI Health is an EEO employer as defined by the EEOC.

SUMMARY OF JOB: Under the direction of the CFO, the Human Resources Manager handles all planning and directs all aspects of EMI Health Human Resources policies, objectives, and initiatives. Manages all functions and workflows of the HR department. This is a full-time, exempt position. Hours are generally 8:00 a.m. to 5:00 p.m. Monday through Friday.

PRIMARY RESPONSIBILITIES:

- Monitors and maintains company personnel program including personnel record keeping and confidential personnel files.
- Writes directives advising department managers of company policy regarding equal employment opportunities, compensation, safety, and employee benefits.
- Provides assistance in identifying, evaluating, and resolving human relations and work performance problems within organization to facilitate communication and improve employee human relations skills and work performance.
- Provides on-going support, help, and direction to employees in the day-to-day performance of their responsibilities.
- Provides training and assistance to managers and supervisors.
- Monitors and maintains wage and benefit programs. Sees all positions meet operational needs and are placed at proper grade and compensation level. Reviews wage and benefit surveys and economic trends in relation to compensation programs.
- Maintains current information on labor laws.
- Assembles and updates Employee Handbook. Provides information to employees. Updates personnel forms and prepares new forms as needed.
- Develops written policies and procedures for all EMI Health HR processes. Organizes and tracks policies through all stages of development. Prepares finalized policies for CFO signature and imaging. Posts policies for end users to view.

- Interfaces with management regarding specific projects. Provides strong support for management and for company goals. Attends various meetings to provide and receive information.
- Interfaces with Legal Counsel on personnel matters, ensures company compliance to statutes and regulations governing employee relations and working conditions.
- Maintains knowledge of rules and laws which govern recruitment practices and directs the HR and Recruitment Specialist with all aspects of recruitment, including but not limited to, posting available job openings, screening of in-house and outside applicants, conducting interviews, checking references, assisting departments in hiring decisions to ensure a fair process.
- Other duties as assigned.

EDUCATION, EXPERIENCE AND QUALIFICATIONS:

- An undergraduate degree from a recognized college or university is required and 5 to 10 years related experience.
- Dedicated professional with unquestioned integrity, a strong work ethic, and respect for others.
- Evidence of successful leadership experience.
- Motivational leader, open to new ideas and possessing the ability to communicate internally and externally.
- Track record of developing and communicating a clear vision, and leading others toward the vision in an environment that fosters teamwork and a commitment to excellence.

APPLICATION PROCEDURE:

Internal candidates submit an Application for Position Vacancy to Margaret DuKatz. External candidates apply online at <https://emihealth.com/emi/about/opportunities>.

Current employees must have completed their six month probationary period before applying for any position vacancy and must be “Meets Plus” or above on their last performance review.