



**Position Summary:** Rennova Community Health, Inc. is seeking a seasoned Human Resources (HR) Generalist with direct hospital/healthcare experience. Under the direct supervision of the VP of Human Resources, the Human Resources Generalist oversees the day-to-day HR operations, including but not limited to recruitment, onboarding, performance, payroll etc., of multiple work locations.

**Core Duties and Responsibilities**

- Assist in communicating and applying company policies and procedures and promote a deeper understanding with the workforce.
- Serve as the primary contact to respond to employee inquiries and questions on HR related policies, benefits, payroll, compensation, etc. Escalating complex matters to Corporate HR.
- Process job requisitions to hire for replacement and new positions. Posts open positions to job boards, sources, recruits, interviews, screens and evaluates candidate qualifications for open positions.
- Coordinate and participate in job fairs and recruitment events. Builds networks, with community partners, to identify qualified passive candidates and develop a pipeline of candidates for high turnover positions
- Prepare and maintain employee new hire packets and ensure accurate and timely completion of the new hire process.
- Assist and participate in new hire orientation and proactively explore opportunities to enhance the new hire experience.
- Maintain HRIS employee records (i.e., new hire, termination, change of status).
- Prepare monthly employment status reports for Quality, HR and/or compliance purposes.
- Assist with workers' compensation claims, unemployment requests, FMLA, OSHA reporting, and other leaves of absence.
- Coordinates training opportunities and facilitates departmental scheduling to efficiently enable employee attendance at training and development sessions.
- Assist with the processing of terminations, including completing exit surveys and employee offboarding.
- Participates in employee disciplinary meetings, terminations, and investigations.
- Coordinate and oversee the annual performance evaluation process.
- Complete employment verification requests.
- Assist with the biweekly payroll process.
- Assists in developing, outlining and implementing employee recognition programs.
- Maintains compliance with federal, state, and local employment laws and regulations, and recommended best practices.
- Maintains knowledge of trends, best practices, regulatory changes, and new technologies in human resources, talent management, and employment law.
- As assigned, perform other duties which could be administrative in nature.



#### **Minimum Requirements**

- Bachelor's degree in HR, Business or related field required. (Commensurate experience may be considered in lieu of the degree with the approval of Corporate HR)
- 5 years Human Resources experience required
- Previous HR experience in a hospital/ healthcare facility (required) with exposure to CMS and/or other healthcare regulatory body (preferred)
- Familiarity with HR and employee Relations functions, payroll administration, and state and federal employment laws.
- Knowledge of licensing agency HR requirements preferred
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#### **Minimum Qualifications**

- Thorough knowledge of employment related laws and regulations compliance, and industry best practices
- Ability to recruit and evaluate applicants using independent judgment and discretion
- Previous experience with Kronos Workforce Management or similar HRIS tool
- Positive attitude, high energy, enthusiastic, and detail oriented
- Proven ability to act with integrity, remain professional, objective, discrete and exercise sound judgement
- Ability to build strong relationships & collaborate with all members of the team.
- Ability to handle sensitive information with discretion and maintain confidentiality
- Excellent verbal and written communication skills
- Excellent organizational and time management skills with a proven ability to meet deadlines
- Strong analytical and problem-solving skills
- Strong multitasking skills and the ability to readily pivot from one task to another as required
- Strong computer skills, including an above average proficiency in Microsoft Office, Outlook, Word, Excel and PowerPoint

#### **Work Conditions**

- Primary Setting: Clinical Center and/or Office. Willingness to work from local office and travel to worksites of our operating locations (Currently, Knoxville and Oneida)
- Prolonged periods sitting at a desk and working on a computer
- Must be able to lift pull or push up to 50 pounds

