

# Mary Greeley Medical Center Human Resources Specialist

## Position Summary

Under general supervision, performs work related to the administration of the day-to-day operations of the human resources functions and duties. Supports the medical center's mission by performing a variety of general human resource duties involving moderate difficulty such as schedules and reports; ordering departmental office supplies; processing information, and maintaining historical records. Complies with governmental regulations and reporting. Assists in the development of the human resources budget and provides input into departmental activities.

## Position Responsibilities

### Unit Specific Position Responsibilities

- Coordinates scheduling of interviews for the hiring manager and Human Resources.
- Processes requests for tuition assistance programs.
- Assists with nursing and non-nursing student activities, including student scheduling & documentation, and ensures compliance with school affiliation agreements.
- Orders and replenishes office supplies as needed.
- Identifies ways in which to support patient care services to help them work more efficiently and effectively.
- Maintains employee files in compliance with applicable governing laws, Joint Commission, CMS, CDC, and Iowa Workforce Development
- Support lean program/standard work, recommends new approaches, policies, and procedures to effect continual improvements in efficiency of department and services provided.
- Provides administrative support in the preparation of correspondence, Gram articles, reports, schedules, confidential materials.
- Maintains employee handbook and policy manual revisions.
- Processes employee separation notices and exit interviews.
- Gathers data and prepares various reports.
- Participates in developing department goals & objectives.
- Provides input into budget and capital needs of the department.
- Participates in and supports various departmental/hospital education initiatives.
- Provides general clerical support
- Participates in various committees.
- Administer environmental assessment; support the Environment of Care and Safety programs.

## Qualifications, Knowledge & Experience

### Required Qualifications (Including any licensure, certification, education):

- Three years of human resource experience, including demonstrated knowledge of employment law.

### Preferred Qualifications:

- Associates degree in Business Administration, Human Resource Management or related field.

### Required Knowledge, Skills & Experience:

- Demonstrates competence in use of Microsoft Office (Excel, Power Point, InfoPath, Word, Outlook, and Access).
- Skill in the use of office equipment.

### Preferred Knowledge, Skills & Experience:

- Ability to interact positively with all departments of the Medical Center
- Ability to convey messages in a direct, clear and positive manner.
- Can deal tactfully with the public; prioritize duties and handle stressful situations.
- Time management
- Ability to maintain confidential information.
- Ability to read, write and speak the English language
- Ability to understand oral and written instructions.

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