



Center for Improving Value in Health Care (CIVHC)

JOB DESCRIPTION

Position Title: Human Resources Manager
Reports To: Chief Financial and Administrative Officer
Job Classification: Exempt, Full-time
Salary: \$80,000 - \$90,000 annually

About CIVHC:

The Center for Improving Value in Health Care (CIVHC) is an independent non-profit that equips partners and communities in Colorado and across the nation with the resources, services and unbiased data needed to improve health and health care. As the designated administrator of Colorado's All Payer Claims Database (CO APCD), CIVHC oversees the collection of health care claims from Colorado's public and private health care insurers and uses that information to promote price transparency, inform policy, advance health equity, conduct research, and much more. We are objective, solution-oriented, and maintain the highest integrity in the work we do.

We are committed to diversifying our staff, board, and committees, creating a culture of diversity and inclusivity to understand all viewpoints and reduce biases. We encourage individuals from all backgrounds to apply for open positions.

Overview:

The Human Resources Manager will lead and execute the organization's human resources functions including onboarding and general training, evaluating pay, administering benefits and leave, developing company policies and practices, managing employee relations, and contributing to company culture.

Minimum Qualifications:

- Bachelor's degree in human resources, business administration, or related field required. 4 years of human resources or business administration experience may be considered in lieu of a degree.
- 3 – 5 years of human resources management experience required.
- Excellent verbal and written communication skills.
- Excellent interpersonal, negotiation, and conflict resolution skills.

Preferred Qualifications

- 5 – 7 years of human resource management experience preferred.
- SHRM-CP or SHRM-SCP highly desired.
- Experience in immigration and visa processes.
- Excellent organizational skills and attention to detail.
- Strong analytical and problem-solving skills.
- Ability to prioritize tasks.
- Ability to act with integrity, professionalism, and confidentiality.
- Thorough knowledge of employment-related laws and regulations.

Primary Duties and Responsibilities:

- Provides support and guidance to supervisors, management, and other staff on employee relations issues.
- Creates and tracks learning and development programs and initiatives that provide internal development opportunities for employees.
- Coordinates employee training resources and communicates them to staff.
- Partners with the leadership team to understand and execute the organization's human resources and talent strategy particularly as it relates to current and future talent needs, recruiting, retention, and succession planning.
- Manages the recruiting process with outside contract support as needed.
- Handles employment-related inquiries from applicants, and processes employment verifications and pre-employment background checks.
- Conducts new employee orientation and all duties associated with employee on-boarding.
- Analyzes trends in compensation and benefits; researches and proposes competitive base and incentive pay programs to ensure the organization attracts and retains top talent.
- Oversees and manages the performance evaluation process.
- Oversees and attends employee disciplinary meetings, terminations, and investigations.
- Administers employee benefit programs, works with insurance broker on benefits analysis and design, conducts annual open enrollment. Addresses all employee questions on benefits offerings, costs and utilization.
- Administers leave programs such as FML, FAMILI, STD, LTD and ADA.
- Works closely with CIVHC's immigration attorney to manage the visa and immigrations process on behalf of the organization and employees as needed.
- Writes policies and procedures to meet organizational needs including updating the employee handbook.
- Maintains compliance with federal, state, and local employment laws and regulations, and recommended best practices; reviews policies and practices to maintain compliance.
- Maintains knowledge of trends, best practices, regulatory changes, and new technologies in human resources, talent management, and employment law.
- Provides back-up coverage for office and building needs.
- Performs other duties as assigned.

Benefits:

- 403b Retirement Plan
- Medical, Dental, and Vision plans
- Healthcare and Dependent Care Flexible Spending Account options
- Paid life insurance
- Short- and long-term disability coverage
- 9 paid holidays per year plus generous personal time off
- Company-paid parking
- On-site workout facility
- Excellent work-life programs, such as flexible schedules, and work-from-home options
- Employee wellness program
- Internal professional development opportunities
- Position may qualify for Public Service Loan Forgiveness Program.

Physical Requirements:

- Ability to work at a computer for extended periods
- Must be able to lift 15 pounds at times.

Limitations and Disclaimer:

The above job description is meant to describe the general nature and level of work being performed; it is not intended to be construed as an exhaustive list of all responsibilities, duties and skills required for the position.

Application Instructions:

Interested candidates may submit cover letters and resumes to careers@civhc.org. Please include the job title and your name in the email subject line. You will only be contacted if you are selected for an interview.