



Job Code: 7224
Grade: 19
HCWR: N

Job Title
Human Resources Liaison

Department
Human Resources

This position is exempt from Career Service under the CCH Personnel Rules.

Job Summary

The Human Resources Liaison will provide operational support throughout the Department of Human Resources. Responds to written and verbal inquiries and maintains the electronic database management with an emphasis on accuracy of data entered, tracked and analyzed. The Human Resources Liaison is a highly confidential position.

Typical Duties

- Provides clerical, administration, and operational support to the Department of Human Resources.
- Partners with CCHHS departments to acquire files, documents, data, statistics and any other information as needed
- Manages and responds to written and verbal inquiries for the purpose of providing information or referring requests to appropriate personnel
- Tracks and documents grievances, discipline, and other employment actions as necessary
- Assists with management of the disciplinary processes
- Creates and maintains departmental databases and spreadsheets; composes documents and abstracts large sets of data to support human resource processes
- Compiles and analyzes statistical reports concerning key HR metrics
- Participates in labor meetings and with HR Business Partners on labor and employee engagement matters
- Assists HR Business Partners and other HR management with policy and process guidance to management and staff
- Maintains manual and electronic documents, files and records for the purpose of providing accurate information in compliance with established guidelines regulatory requirements
- Assists in special projects supporting HR business initiatives
- Updates HR Recruiting database with Position Control information, as needed
- Handles sensitive issues while maintaining confidentiality of information
- Performs other duties as assigned



Minimum Qualifications

- High School Diploma or GED plus three (3) years of experience in a Human Resources Department OR Bachelor's degree from an accredited college or university with at least one (1) year of experience in a Human Resources Department
- At least one (1) year of experience implementing policies and responding to information requests
- Prior experience reviewing and responding to employee grievances
- Proficient use of Microsoft Office (Word, Excel & Outlook)

Preferred Qualifications

- Prior or current experience in a unionized work environment and familiarity working with Collaborative Bargaining Agreements
- Prior or current work experience in a healthcare environment
- Prior experience with Applicant Tracking Software
- Intermediate level experience with Microsoft Office products

Knowledge, Skills, Abilities and Other Characteristics

- Excellent verbal and written communication skills necessary to communicate with all levels of staff and a patient population composed of diverse cultures and age groups
- Excellent administrative, organizational, and time management skills
- Demonstrate attention to detail, accuracy, and precision
- Ability to prioritize, plan and organize projects and tasks
- Ability to maintain a professional demeanor and composure when challenged
- Ability to function autonomously and as a team member in a multidisciplinary team

Physical and Environmental Demands

This position is functioning within a healthcare environment. The incumbent is responsible for adherence to all hospital and department specific safety requirements. This includes but is not limited to the following policies and procedures: complying with Personal Protective Equipment requirements, hand washing and sanitizing practices, complying with department specific engineering and work practice controls and any other work area safety precautions as specified by hospital wide policy and departmental procedures.

The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of the personnel so classified.

For purposes of the American with Disabilities Act, "Typical Duties" are essential job functions.