



Human Resource Manager Job Posting Salary \$90,000 to \$110,000

Summary /Overview:

The Human Resource (HR) Manager is responsible for directing employment procedures, wage and salary administration, benefits, worker's compensation, employee development, training and recruitment. Will lead and implement strategies to support significant growth within the organization.

Our Vision: The AHCT supports health reform efforts at the state and national level that provide CT residents with better health, and an enhanced and more coordinated health care experience at a reasonable, predictable cost.

Our Mission: To increase the number of insured residents, improve health care quality, lower costs and reduce health disparities through an innovative, competitive marketplace that empowers consumers to choose the health plan and providers that give them the best value.

Essential Duties and Responsibilities

- Develops, recommends, and implements personnel policies and procedures;
- Prepares and maintains handbook on policies and procedures;
- Performs benefits administration to include vendor solicitation, annual plan review, annual enrollment process
- Implements and annually updates compensation program; rewrites job descriptions as necessary; conducts annual salary surveys and develops merit pool (salary budget); analyzes compensation;
- Creates, monitors, and revises, as needed, performance evaluation program
- Develops and maintains affirmative action program;
- Manages recruitment effort for all staff utilizing internal and external resources, as needed
- Manages employee relations including conducting investigations, as needed

- Establishes and maintains department records and reports.
- Maintains compliance with Federal and State employment recordkeeping and laws

Competencies: to perform the job successfully, an individual should demonstrate the following competencies:

- Interpersonal Skills - Focuses on solving conflict, not blaming; Maintains confidentiality.
- Analytical – Observes and identifies opportunities to improve HR function and services to employees
- Problem Solving - Identifies and resolves problems in a timely manner; Gathers and analyzes information skillfully.
- Oral Communication - Listens and gets clarification; Responds well to questions.
- Written Communication - Writes clearly and informatively; edits work for spelling and grammar; Varies writing style to meet needs; Able to read and interpret written information.
- Teamwork - Balances team and individual responsibilities; Contributes to building a positive team spirit.
- Professionalism - Accepts responsibility for own actions; Follows through on commitments.
- Quality - Demonstrates accuracy and thoroughness; Looks for ways to improve and promote quality.
- Attendance/Punctuality - Is consistently at work and on time.
- Dependability - Follows instructions, responds to management direction; Commits to additional work hours when necessary to reach goals.
- Initiative - Takes independent actions and calculated risks; Asks for and offers help when needed.

Qualifications: the requirements listed below are representative of the knowledge, skill, and/or ability required.

- BA/BS in Human Resource Management or related field, or 10+ years' experience in human resources with broad-functional responsibility
- PHR, SPHR, or other human resource certification preferred
- Current knowledge of employment law and practices
- Working knowledge of a Quasi-public agency or combination of public and private work environments
- Ability to effectively build trust, utilize discretion, and hold information confidential as required
- Ability to analyze employee situations and determine appropriate methods of resolution in a timely manner
- Ability to conduct research and present written reports, as required
- Competent in Internet software; Spreadsheet software and Word Processing software.
- Excellent communication, interpersonal, negotiation and organizational skills

Physical Demands: the physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit, hear, use hands to type data, and utilize a phone or other electronic communication devices. This employee may occasionally have to operate business machines. Specific vision abilities required in this job include close vision and the ability to adjust focus.

Work Environment: the noise level in the work environment is usually low. Requires fast-paced deadlines and has a high stress at times. Presentations to the Board of Directors are required. Minimal travel.

Access Health CT is an EEO and Affirmative Action Employer

Please send your resume with a cover letter to: **HRinbox.CTHIX@ct.gov**