HOSPITAL EMPLOYMENT SPECIALIST I/II

Definition

Under supervision, performs responsible technical employment services, including employee relations activities and staff planning and development, for the Human Resources Division of Kern Medical Center.

Distinguishing Characteristics

This specification represents the flexible classification of Hospital Human Resources Specialist I/II, entry and lead levels respectively. Incumbents are assigned to the Human Resources Division of Kern Medical Center and provide technical support in employment services for management and administration. The Hospital Employment Specialist I/II reports to the division director and is required to exercise independent judgement in performing duties. The I level is distinguished from the II level in that the latter performs more responsible, complex assignments in all phases of work and may act in a lead capacity. Promotion to Level II is based on recommendation of the department head and approval of the Director of Personnel.

Essential Functions

• Assists in planning, scheduling and conducting activities related to the overall hospital employment services programs.

• Consults with and provides assistance to hospital division staff and outside agencies to determine the appropriate course of action to resolve employment matters.

• Answers employment inquiries pertaining to the application/interpretation of hospital human resources practices and procedures, county civil service rules and county administrative procedures.

• Consults with the County Personnel Department to ensure compliance with Kern County Civil Service Initiative Ordinance.

• Consults with County Counsel and the Employee Relations Officer on matters pertaining to employee disciplinary matters; advises and assists hospital division managers and supervisors on employee relations and the county progressive discipline policies.
• Conducts training for hospital staff, including new employee orientation, workplace violence and safety, customer service, sexual harassment policy and related human resources policies and procedures.

• Coordinates with the staff development and education coordinator on applicable allied health education and training requirements to ensure compliance with Joint Commission on Accreditation of Healthcare Organizations (JCAHO) and Title 22 regulations.

• May act as the Hospital representative in hearings concerning employee performance, disciplinary and leave issues.

• Facilitates conflict resolution between employees, department managers and the employee’s representative; makes recommendation as to appropriate settlement.

• May conduct research on wage and benefits, staffing plans and contemporary human resources subjects and issues; prepares reports.

• Recommends change in hospital rules and policies; develops strategies and appropriate course of action regarding multi-faceted issues.

• May serve as the Hospital liaison with other county agencies on matters concerning Americans with Disabilities Act (ADA), worker’s compensation, return-to-work, retirement and employee fitness-for-duty evaluation.

• May compile information on employee injuries, accidents and illnesses; reviews and evaluates data to develop and recommend changes in work practices, safety policies and employee orientation.

• Assists with the coordination and enforcement of the hospital’s alcohol and drug testing and work experience training programs.

• May oversee the activities and assist with the training and development of assigned subordinate staff.

• Assists in coordinating hospital communication resources, such as recruitment and advertising, and employee newsletter.

• Operates a personal computer and utilizes various software programs; operates Hospital on-line programs to obtain employee data and fiscal information; prepares a variety of correspondence.
Other Functions

• Performs other related duties as assigned.

Employment Standards

**Level I:** Graduation from an accredited college or university with a Bachelor’s degree in Business or Public Administration, Behavioral Science or related field and one (1) year of professional experience in human resource management, labor relations, employee relations, staff development, or other personnel related field OR any equivalent combination of education and experience.

**Level II:** Graduation from an accredited college or university with a Bachelor’s degree in Business or Public Administration, Behavioral Science or related field and two (2) years of professional experience in human resource management, labor relations, employee relations, staff development, or other personnel related field comparable to Hospital Employment Specialist I OR any equivalent combination of education and experience.

**Knowledge of:** principles and practices of organizational development and personnel management; federal and state laws pertaining to personnel and employment practices; county policies regarding employment, disability and medical leave issues; employee relations practices and trends; conflict resolution techniques; progressive discipline procedures; hospital industry and related education and training issues and trends; Title 22 and JCAHO educational standards, principles and techniques of curriculum development; employee health programs, safety concerns and a variety of employer/employee issues including worker’s compensation, ADA, county retirement, return-to-work and employee fitness-for-duty; statistical methods and applications.

**Ability to:** interpret rules and regulations; interpret, compile and evaluate data; develop agreements with hospital employees and employee groups on employment issues; plan, coordinate and initiate action for implementation of recommendations; develop, conduct and evaluate training; coordinate employee programs reflecting compliance with regulatory agencies; coordinate and implement communication and recruitment plans such as advertising campaigns and employee newsletter; communicate clearly and concisely both orally and in writing; prepare and maintain required documentation; develop and maintain effective working relationships with employees, management and representatives of other groups and organizations; work independently; use personal computer and various software programs.

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