

JOB TITLE: HR & Governance Administrative Support	DEPARTMENT: Human Resources	POSITION OF SUPERVISOR: HR Manager & CAO
FLSA STATUS: Non-exempt	ANTICIPATED HOURS PER WEEK: 40 hours	EFFECTIVE DATE: 2/22/2022

**Position Summary:** The HR and Governance Administrative Support position has primary responsibilities of supporting the functions of the Human Resources Department with policies, procedures, employee orientation, employee benefits, surveying, employee relations, personnel record keeping, contacting references, completing personnel forms, processing Employee Access Forms, and acting at the direction of or on behalf of the human resources manager and Chief Administrative Officer as required. This position also includes the position of Clerk to the Board of Directors which has the responsibilities for organizing and preparing documents, composing routine correspondence and memoranda, completing statistical reports, and recording meeting minutes. This position involves private information and sensitive matters; therefore, the position requires excellent judgment, established ability to hold matters confidential, and accuracy.

**Qualifications:** *At all times, the employee shall possess the following qualifications set forth below.*

<b>Education/Training:</b>	High School Education or equivalent. As part of the position, must take training offered by the State for handling Board elections.
<b>Experience:</b>	Must have experience in administrative support. Must have knowledge and proficiency in Microsoft® Office.
<b>Special Skills, Licenses or Certifications:</b>	<p>CPR Certification</p> <p>OTHER SKILLS AND ABILITIES:</p> <ul style="list-style-type: none"> <li>Positive person who maintains enthusiasm about employees, patients, PSMC services and Pagosa Springs.</li> <li>Excellent verbal and written communication skills. Demonstrates ability to read, write, and clearly express self in English 100% of the time.</li> <li>Excellent interpersonal skills.</li> <li>Demonstrates strong ability for accuracy and attention to details.</li> <li>Excellent organizational skills.</li> <li>Demonstrates strong ability to problem-solve and identify issues of concern.</li> <li>Demonstrates strong ability to comprehend, interpret and apply policies, laws and directions from supervisors.</li> <li>In working with employees, demonstrates a strong ability to balance compassion and expectations/responsibilities/compliance.</li> <li>Demonstrates sound judgment and maintains confidentiality.</li> </ul>
<b>Physical Demands:</b>	<p>X May need to lift up to 30 pounds.</p> <p>X Adequate hearing is required to hear/talk with other employees, patients and public in person and on the telephone.</p> <p>X Adequate sight is required to perform essential functions of the job.</p> <p>X Work requires the use of computers with exposure to monitors, key boards, and mouse with repetitive motions for extended periods of time.</p> <p>X Ability to initiate CPR 100% of the time.</p>

	<ul style="list-style-type: none"> <li>X Must have fine motor skills 100% of the time.</li> <li>X Ability to work and multi-task at a rapid pace with numerous interruptions 100% of the time.</li> <li>X Good mental health.</li> <li>X Demonstrate tact and versatility.</li> <li>X Must be dependable.</li> <li>X High degree of self-motivation and directional initiative.</li> <li>X Ability to function successfully independently.</li> <li>X Ability to cope and remain calm in escalating situations.</li> <li>X Must consistently demonstrate compliance with organizational-wide competency statements and performance criteria based on established quality indicators.</li> <li>X In addition, the physical demands anticipates standing, bending, walking and long periods of sitting.</li> </ul>
<b>Work Environment:</b>	Work is performed in an office setting with exposure to work stress, environmental stress, and frequent interruptions; noise level is moderate; work may involve exposure to blood, bodily fluids and communicable diseases; frequent communications, on a daily basis, with the general public, co-workers, vendors and patients.
<b>Cross-Training of Position:</b>	None

**Standard Job Requirements: At all times, employee shall satisfy the following requirements:**

1. Comply with all PSMC policies including, without limitation, timely attendance, code for dress and decorum, no conflicts of interest, no harassment, fragrance free, etc.
2. Comply with all PSMC and department procedures, rules and directives.
3. Establish and maintain effective working relationships with others (e.g., co-workers, supervisors, patients, visitors, vendors of PSMC and the general public).
4. Be courteous, respectful, honest, and solution-oriented in dealing with others.
5. Communicate accurately, clearly, and effectively both orally and in writing.
6. Possess excellent organizational skills and the ability to multi-task.
7. Work independently and perform the job with minimum supervision.
8. Checks email on a consistent basis daily when on shift.
9. Work effectively on PSMC/department team matters and recognize situations which require teamwork.
10. Maintain strict confidentiality of all position matters and recognize situations where confidentiality should be maintained even if not legally required.
11. Respect the importance of compliance and quality programs and support the same.
12. Possess computer knowledge/skills and the ability to learn and adapt to new programs and software.
13. Participate in employee training, Disaster Preparedness and emergency events.
14. Perform other job duties, as assigned by a supervisor.
15. Exemplify and support PSMC's WISER values.

**Essential Duties, Functions and Responsibilities:** *At all times, employee shall be able to perform the following essential functions of the job, with or without an accommodation, as set forth below.*

**Human Resources Duties:**

1. Can perform all the standard job requirements.
2. Meets the qualifications as set forth herein.
3. Process workers compensation claims.
4. Process and maintain the Master Spreadsheet, Dashboard Spreadsheet, QI Tracking Spreadsheet, Budget Spreadsheet, benefits Monthly Billing Spreadsheet, Streamline Verify Master Spreadsheet, Workers' Compensation Spreadsheet, and Provider Contracts SmartSheet.
5. Maintain information/reports regarding personnel certification/licensure.
6. Creates and maintains confidential personnel files.
7. Processes EAFs and PANs at hiring, status change and termination including, without limitation, the following:
  - a. Accurately enters employees in the benefit systems;
  - b. Accurately enters information within the payroll system and verifies the same;
  - c. Accurately enters information for new hire and annual training into HealthStream online training system;
8. Processes new hires.
  - a. Accepts resumes and applications reviews and passes on appropriate resumes/applications to the correct hiring manager.
  - b. Contacts references to verify applicant's work history.
  - c. Works with employee health for new hire health screens and, as appropriate, schedules new hire employee health screens within Cerner.
  - d. Creates identification badges, process electronic picture ID, and maintains of employee picture board.
  - e. Processes and maintain new hire on-boarding packets, which contain forms and documents to be updated annually.
9. Processes requests for Verification of Employment.
10. Assists in explaining and providing information on employee benefits, programs, and education.
11. Processes business cards orders/re-orders.
12. Processes Provider Contracts by obtaining applicable signatures, electronic filing, and email correspondence of fully executed documents. Schedule/send reminders of various expiration and due dates.
13. Processes and maintain list of employee monthly birthdays and anniversaries as well as any other information directed by the H.R. Manager for the H.R. newsletter.
14. Processes monthly employee Birthday Labs gift certificates; order monthly birthday cake and deliver throughout facility.
15. Assist with internal event organization and coordination, including recreational events and training activities.
16. Orders department supplies.
17. Assists with new hire orientation by creating and maintaining orientation handout packets, order and pickup lunch catering. Lead orientation as necessary.
18. Prepares accurate minutes for assigned meetings. Maintain records of assigned meetings.

**Governance Administrative Support Duties:**

1. Handles clerical duties including typing documents, maintaining files.
2. Performs research as necessary.
3. Prepare highly confidential letters and other correspondence.
4. Assist in special projects by gathering statistical data, historical documents, typing and organization of information, documents, and memoranda.
5. Process annual renewal of MGMA DataDive subscription.
6. Process annual renewal of multiple trade names with Colorado Secretary of State.
7. Process annual renewal of Business License with Town of Pagosa Springs.
8. Process annual renewal of Special District Association of Colorado membership.

**Clerk to the Board of Directors Duties:**

1. Attend all meetings of the USJHSD Board of Directors.
2. Provide care and custody of the records, books and documents of the Board of Directors.
3. Notify Board of Director members of upcoming meetings, activities and District functions.
4. Prepare draft agenda from material submitted by staff; develop and collate final agenda with supplemental material for distribution.
5. Prepare resolutions and staff reports as necessary.
6. Review supporting documents for agenda items, screening for discrepancies, ensuring materials are relevant and appropriately processed in accordance with legal requirements and USJHSD procedures.
7. Prepare and distribute meeting materials for Regular Board meetings, Special Board meetings, as well as various Board Committee meetings.
8. Record and prepare minutes at the Board of Directors meetings, including recording the essential content of discussion, motions and votes, transcribing notes and checking draft copies of minutes for appropriate grammar, technical terminology, spelling and sentence structure.
9. Answer public inquiries in person, by phone and by email, routing inquiries as necessary to appropriate USJHSD staff.
10. Take appropriate follow-up action on the Board's decisions, such as notifying interested parties on specific items, securing required signatures, or finalizing documents for official filing.
11. Provide Board of Directors, committees and staff with logistical support for meetings, presentations, and events, including all logistical agency meeting and event coordination (such as location, room reservations, amenities, and materials).
12. Compose, type, and copy correspondence, records and other material.
13. Compose and maintain USJHSD Board of Directors Handbook.
14. Receive and appropriately respond to email and voice mail messages.
15. Perform duties of Designated Election Official, including but not limited to statutory filings, notices and care and custody of records.
16. Maintain and compose various annual filings, in accordance with statutory laws, with the Colorado Division of Local Government.
17. Maintain and compose documentation for annual report to Archuleta County Board of County Commissioners.

18. Maintain and compose annual statutory filings including Notice to Electors "Transparency Notice" to be filed with various governmental entities and posted within the District.
19. Maintain knowledge and understanding of applicable and current laws and regulations governing special districts.

**Approved by:**

<b>Human Resources Manager</b>		
(Supervisor – Signature)	(Title)	(Date)
<b>Human Resources Manager</b>		
(Human Resources– Signature)	(Title)	(Date)

**Receipt and Acknowledgment:**

I acknowledge and understand that:

- This job description, and receipt and acknowledgment of this job description, does not imply or create a promise of employment or employment contract of any kind. I understand and acknowledge that my employment with Pagosa Springs Medical Center is "at will" and may be terminated by me or the employer at any time with or without cause.
- The job description provides a general summary and requirements of the position in which I am employed. At this time, I know of no limitations which would prevent me from performing these functions with or without accommodation. I further understand that it is my responsibility to inform my supervisor if, at any time, I am no longer qualified for my position and/or unable to perform the job requirements or essential functions of my job.
- Positions, job descriptions, duties, tasks, work hours, work requirements and qualifications may be changed at any time at the discretion of Pagosa Springs Medical Center.
- Acceptable job performance requires: (a) proper compliance with and completion of all aspects of the job description; and (b) compliance with PSMC policies, procedures, rules and directives.
- I have read PSMC values (WISER) and understand them.
- I have read and understand this job description.

(Print Employee Name)	(Employee Signature)	(Date)