



Director of Human Resources

Primary Health Medical Group is seeking candidates for the position of Director of Human Resources. The position will function as a member of the executive management team to oversee all aspects of human resources to include recruiting, hiring, compensation, benefits, training, employee relations, performance management and employment/payroll legal and regulatory compliance. The HR Director will work with physicians, the company's board of directors, and other executives where high degrees of collaboration, professionalism, and confidentiality are expected. The position will directly oversee other managers within the HR department and will also be tasked with helping to coach other leaders in their employee management skills.

Status: Full Time, Salaried

Location: Administration Office 10482 N Carlton Bay Dr. Garden City, ID 83714

Schedule: Monday - Friday 8am-5pm

Candidates must have:

- Five or more years of experience in a HR leadership position, supervising other management or supervisory staff
- Generalist experience or experience in at least the HR disciplines of talent acquisition, total rewards (compensation and benefits), employee relations, performance management, and compliance
- Basic knowledge of various employment and payroll related laws and regulations to include FLSA, ERISA, ADA, FMLA, Workers Compensation, and ACA as well as Title 7 and other discrimination statutes
- Experience using human resources information systems
- Superior written communication skills. Written skills are demonstrated with experience in writing HR policies, job descriptions, and effective companywide communications to employees. Candidates will be asked to provide a writing sample.
- Superior verbal communication skills. The position requires the ability to counsel and coach with directness and empathy. The HR Director will also be comfortable giving training presentations to large and small groups and speaking at leadership meetings. Candidates may be asked to demonstrate skills in a mock employee counseling or through a short presentation.
- Experience using Microsoft Office software to include Word, Excel, PowerPoint, and Outlook

- Experience in researching, designing, and implementing programs that fall within HR disciplines (examples: recognition programs, new benefits, training programs). The HR Director will be required to work collaboratively and creatively with other senior leaders to incorporate operational aspects into these programs.
- Experience in change management and leading within organizational change as well as culture change
- Ability to stay organized, multitask/switch-task, and prioritize immediate needs while not losing sight of longer-term goals or future events

The ideal candidate will also have:

- SHRM CP/SCP and/or PHR/SPHR certification
- Experience in an organization of 500+ employees
- Experience in the additional HR discipline employee development (training, education, and coaching)
- Experience working in a health care setting
- Basic knowledge of OSHA and HIPAA
- Knowledge of payroll, payroll tax, and payroll processing
- Knowledge of various cloud based software programs and platforms that support HR functions (application tracking, staff scheduling, learning management, collaborative software)
- Experience in researching, selecting, and implementing HR software applications

About Primary Health Medical Group

Primary Health Medical Group has 21 clinics throughout the Treasure Valley. Most clinics are open 8 a.m. to 8 p.m. every day. We have over 650 professional and administrative/clerical staff employees working a variety of schedules.

Primary Health Medical Group offers an excellent benefit package to full and part time employees. Our benefits include:

- Medical
- Dental
- Life, disability, long term care insurances
- 401(k) with an employer match
- Generous paid time off for full time employees
- Bonus opportunities

As a medical care provider, we are able to cover a high percentage of the employee only medical insurance premium for full time employees. We also offer \$500 worth of free services in our clinics per year to employees and their families.

Primary Health Medical Group is a Drug-Free and a Smoke-Free Workplace. All job offers are contingent upon a negative drug screen.

To apply, please go to www.primaryhealth.com and click on Careers – Staff Positions or apply through this link: <https://primaryhealth.applicantstack.com/x/detail/a2e194a1f9kn>