HR Consultant Job Description

Reporting to the Director of Human Resources, the HR Consultant will serve as a subject matter expert for employee relations issues including performance management, employment policies, compliance, workplace issues and positive employee engagement. The successful candidate for this role must possess: Strong critical thinking and problem solving skills, including the ability to perform root cause analysis; the ability to work both independently and in a team; the ability to handle multiple deadline-driven responsibilities in a dynamic environment; the ability to maintain a high level of attention to detail; the ability to present data in a compelling manner in order to influence others; and the ability to maintain the privacy and confidentiality of information viewed.

Minimum Education
Bachelor’s degree in Human Resources, Business Management/Administration, Industrial Organizational Psychology or related field

Minimum Work Experience
Three to five years of work experience in Employee Relations

Required Skills
Proficient knowledge of US employment law
Strong customer focus with the ability to quickly build strong relationships across the organization
Proven ability to successfully facilitate, drive and execute with tangible results
Demonstrated ability to deliver successful outcomes to complex issues
Strong listening, negotiating & conflict resolution skills

Duties
Investigate and address employee complaints and conduct internal investigations, including completion of appropriate documentation and investigative reports
Coach and advise managers on company employee relations best practices, policies, programs or processes and how to respond to workplace issues appropriately.
Ensure compliance with state and federal laws as well as company policy.
Assist HR Leadership with EEOC, DOL and other legal claims as directed.
Respond to unemployment claims for all company divisions as directed
Make recommendations for resolution based on root cause analysis
Prepare reporting and analyze data for trends.
Deliver applicable trainings such as Performance Management Training, Employment Law Training, and Harassment Training

Organizational Expectations
Provides a positive and professional representation of the organization. Promotes culture of safety for patients and employees through proper identification, reporting, documentation, and prevention.
Maintains hospital standards for a clean and quiet patient environment to maintain a positive patient care experience. Maintains competency and knowledge of current standards of practice, trends, and developments in related scope of job role or practice.