

Assistant Director of Human Resources (HR)

Position Summary

The Assistant Director of Human Resources (HR) for the Stony Brook Eastern Long Island Hospital (ELIH) will collaborate with the Staffco HR System Director to plan, lead, direct, develop and coordinate policies and activities for all individuals co-employed by ELIH and StaffCo. PEO. This will include strategic recruitment and on-boarding, compensation, wellness programs and benefits, performance management, rewards & recognition, learning & development, compliance, employee relations, and organizational development.

The Assistant Director will work to align the ELIH HR agenda with growth and strategic objectives. Additionally, this position will be a source of consultation and expertise to managers and Senior Leaders on HR related issues for the ELIH/Staff Co PEO employees.

The successful candidate will be creative, collaborative, and particularly adept at balancing multiple priorities. This position requires a keen understanding of the business, its culture and strategy in order to recommend creative and dynamic solutions using experience, data analytics and organizational agility to guide decisions, and to ensure best practices are being adopted and that key initiative deliverables are met within specified timelines. The incumbent will be employed by StaffCo, LLC. The job location is in Suffolk County, New York.

Duties of an Assistant Director of Human Resources for the Stony Brook Eastern Long Island Hospital (ELIH) may include the following but are not limited to:

- Supervise and oversee the work of the HR team, including Talent Acquisition, Benefits and Payroll Administration, and the day-to-day entity specific HR Operations.
- Work closely with Staffco and ELIH leadership in strategic planning and management to include; coaching in Workforce and Performance Management, Succession Planning, HRIS, Compensation & Benefits Program, Safety Program, Training & Development, Compliance, Employee Engagement, Reporting, Marketing & Branding, and other related HR initiatives.
- Reinforce a strong collaborative culture by providing counsel, guidance and partnership with leadership/management that fosters and promotes the engagement of the businesses core values and goals and objectives at all levels.
- Facilitate effective implementation of new people management initiatives in different departments and levels of the business as appropriate, ensuring impactful communication and collaboration with departments.
- Assist in the continued development of system wide job descriptions and compensation program to ensure streamlined hiring and to promote standardization across departments.
- Provide collaborative oversight with ELIH/StaffCo. PEO employee benefit plans including but not limited to medical, dental, disability, Paid Family Leave, FMLA and

retirement. Ensure timely and accurate processing of employee benefit plan changes and the progression of related benefit initiatives (i.e., feed set up).

- Provide relevant and timely people solutions to management in resolving employee relations issues, which includes but is not limited to hiring, promotion, disciplinary actions and terminations, to ensure proper documentation is followed as well as any legal ramifications are considered.
- Attends hospital/union negotiations as Hospital representative. Oversees and interacts with outside Counsel with respect to associated Labor, Employment and HR issues as necessary. Acts as Hearing Officer for third party grievances. Interprets, educates, counsels/advises management on all terms of the union contract and memorandums of agreement.
- Conduct research, analyze trends related to human capital (e.g., retention and turnover data), and use findings to recommend and implement solutions to improve employee satisfaction and engagement.
- Make improvements to internal HR operational processes and workflows to increase efficiencies and reduce redundancies that allow better partnership with external departments.
- Ensure compliance with all relevant regulatory and reporting agencies, and legal compliance with applicable governmental laws and regulations for the ELIH/StaffCo PEO. Oversee and interact with outside Counsel with respect to associated Employment and HR issues as necessary.
- Monitor existing policies and procedures ensuring alignment with the businesses values and people management strategies.
- Respond to unemployment related inquiries.
- Complete special projects and other duties as needed.
- Demonstrates exceptional communication skills and ability to persuasively deliver clear reports, instruction, and presentations, tailored to various audiences within the organization.
- Strong organization skills and ability to complete multiple tasks and high volume of work on deadline.
- Strong attention to detail and ability to edit and proofread.
- Possess a creative outlook with a problem-solving attitude.
- Excellent time management, organizational, and follow-through skills.
- Ability to respond quickly and accurately to requests for data, ability to provide excellent customer service is necessary.

Qualifications

Required Qualifications:

- Bachelor's degree in Business Administration, Human Resources or related field.
- Seven (7) years full time experience as HR Generalist or Human Resources Business Partner with strong employee relations background and demonstrated ability to influence and implement HR initiatives.
- In Lieu of degree will accept twelve (12) years full time experience as HR Generalist or Human Resources Business Partner

- Extensive HR generalist knowledge and skills, with a broad understanding of all the technical and functional components of HR including compensation, strategic planning, organizational and leadership development, talent management, recruiting, benefits, HRIS, employee relations, and training and development. To include expertise in MS Office including Outlook, Word, Excel and PowerPoint
- Supervisory experience

Preferred Qualifications:

- Master's degree in Business Administration, Human Resources or related field
- SHRM-SCP/SPHR certification
- Experience with the legal/regulatory environment in a union environment
- Experience working with ADP
- Strong knowledge of principles and practices of talent acquisition in a physician practice environment
- Proven leadership experience and track record of success in leading an HR function in a high growth environment.
- Experience managing the HR functions in a co-employment model a plus

TO APPLY: PLEASE EMAIL <https://apptrkr.com/4177235>