**HR Generalist II - Medina and Lodi Hospital**

Location: Medina Hospital and Lodi Community Hospital

Time type: Full time

Job requisition id: 247133

## At Cleveland Clinic Health System, we believe in a better future for healthcare. And each of us is responsible for honoring our commitment to excellence, pushing the boundaries and transforming the patient experience, every day.

## We all have the power to help, heal and change lives — beginning with our own. That’s the power of the Cleveland Clinic Health System team, and The Power of Every One.

### **Job Code**

T99150

### **Shift**

Days

### **Schedule**

8:00am-4:30am

### **Job Summary**

### **Job Details**

Join the Cleveland Clinic team, where you will work alongside passionate caregivers and provide patient-first healthcare. Cleveland Clinic is recognized as one of the top hospitals in the nation. At Cleveland Clinic, you will work alongside passionate and dedicated caregivers, receive endless support and appreciation, and build a rewarding career with one of the most respected healthcare organizations in the world.

As a Human Resources (HR) Generalist, you will support the Director HR Services in supporting human resources strategies and workforce needs for the Institute/Division/Hospital. In this role, you will provide counsel and direction to management in all aspects of human resources functions for assigned clients as well as provide support in the areas of caregiver relations, compensation, performance management and development, team effectiveness, and caregiver engagement.

The ideal future caregiver is someone who:

• Has strong communication skills.

• Is responsive and detail oriented.

• Can build relationships at all levels of the organization.

• Demonstrates a strong work ethic.

At Cleveland Clinic, we know what matters most. That's why we treat our caregivers as if they are our own family, and we are always creating ways to be there for you. Here, you'll find that we offer: resources to learn and grow, a fulfilling career for everyone, and comprehensive benefits that invest in your health, your physical and mental well-being and your future. When you join Cleveland Clinic, you'll be part of a supportive caregiver family that will be united in shared values and purpose to fulfill our promise of being the best place to receive care and the best place to work in healthcare.

Responsibilities:

* Under the direction of the Director HR Services, supports the HR strategic plan and established Objectives & Key Results (OKRs) for the assigned areas.
* Acts as a confidential advisor on performance management, disciplinary actions, performance improvement plans, and investigations.  Counsels' client groups and facilitates conflict resolutions.
* Interprets and advises on policies and programs encompassing all aspects of Human Resource Management to all levels of caregivers.
* Conducts investigations and makes recommendations to business leaders. Facilitates the Right of Review process.
* Builds and maintains relationships with the various human resources center of excellence (COE) partners and ensures communication of programs and their implementation to all employees.
* Navigates and pull reports from various systems such as Kronos, HRIS (Workday), My Learning, etc.
* Analyzes HR and business metrics and provides recommendations to the HR Director and leadership.
* Supports regulatory practices to promote fair and equitable treatment of employees. Maintains regulatory knowledge and expertise.  Partners with the legal department as needed/required.
* Determines development needs of specific segments of the organization and may provide developmental trainings.
* Provides support in workforce planning to include partnering with talent acquisition and compensation to review requests such as promotions, equity reviews and job reclassifications and providing recommendations to leadership.
* Supports the process for all regulatory/accreditation surveys such as Joint Commission, CMS and ODH.
* Monitors compliance with organizational initiatives (e.g., compliance modules, flu, engagement, etc.)
* Participates in organizational leadership councils and committees as appropriate.
* Other duties as assigned.

Education:

* Bachelor’s degree in human resources, business or related field required.

Certifications:

* Human Resources certification preferred (Professional in Human Resources (PHR), Senior Professional in Human Resources (SPHR), SHRM Certified Professional (SHRM-CP) or SHRM Senior Certified Professional (SHRM-SCP). preferred

Complexity of Work:

* Requires critical thinking skills, decisive judgment and the ability to work with minimal supervision.
* Ability to build relationships at all levels of the organization.
* Strong communication skills (verbal and written) and group facilitation and presentation skills.
* Proficient in Microsoft Office applications (e.g. Outlook, Word, Excel and PowerPoint).

Work Experience:

* Minimum 5 years of progressive Human Resources experience required.
* Knowledge of employment and labor laws (e.g. EEO, FLSA, OSHA, FMLA, ADA, NLRA)
* Offset: An associate degree and an additional 2 years of related experience, including project management experience required.
* Offset: A High School Diploma/GED and an additional 4 years of related experience, including project management experience required.

Physical Requirements:

* Ability to perform work in a stationary position for extended periods.
* Ability to travel throughout the hospital system and, in some locations, off-site.
* Ability to operate computer and other office equipment.
* Ability to communicate and exchange accurate information.

Personal Protective Equipment:

* Follows standard precautions using personal protective equipment as required.

The policy of Cleveland Clinic Health System and its system hospitals (Cleveland Clinic Health System) is to provide equal opportunity to all of our caregivers and applicants for employment in our tobacco free and drug free environment. All offers of employment are followed by testing for controlled substance and nicotine. All offers of employment are follwed by testing for controlled substances and nicotine. All new caregivers must clear a nicotine test within their 90-day new hire period. Candidates for employment who are impacted by Cleveland Clinic Health System's Smoking Policy will be permitted to reapply for open positions after one year.

Cleveland Clinic Health System administers an influenza prevention program. You will be required to comply with this program, which will include obtaining an influenza vaccination on an annual basis or obtaining an approved exemption.

Decisions concerning employment, transfers and promotions are made upon the basis of the best qualified candidate without regard to color, race, religion, national origin, age, sex, sexual orientation, marital status, ancestry, status as a disabled or Vietnam era veteran or any other characteristic protected by law. Information provided on this application may be shared with any Cleveland Clinic Health System facility.

Please review the [Equal Employment Opportunity poster](https://www.eeoc.gov/sites/default/files/migrated_files/employers/eeoc_self_print_poster.pdf).

Cleveland Clinic Health System is pleased to be an equal employment employer: Women / Minorities / Veterans / Individuals with Disabilities