

## SCORH Job Description for Personnel Onboarding, Development and Engagement Manager

**REPORTING RELATIONSHIP:** Chief Executive Officer

**STATUS:** Full-Time

**LOCATION:** LEXINGTON, SC

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**POSITION SUMMARY:** The Personnel Onboarding, Development and Engagement Manager will serve as the human resource expert and advisor under the supervision of the chief executive officer. S/he will plan, direct, and manage key functions of human resources to include management of benefits, talent acquisition, performance reviews, onboarding, workforce development, data reporting, employee relations, and policy implementation. To ensure success, the person should display strong problem-solving and decision-making skills with a deep understanding of employee relationships and value confidentiality.

### **QUALIFICATIONS:**

**EDUCATION AND/OR EXPERIENCE:** Bachelor's degree in business administration or related field (or equivalent) and 5+ years of experience required; SHRM or PHR certification required. Must be a strong communicator, organized and detail-oriented, proactive, and able to manage multiple priorities and budgets. Demonstrated sound judgment, empathy, adaptability, and strong interpersonal skills, with the ability to work independently and collaboratively.

**COMPUTER KNOWLEDGE:** Must have strong acumen and proficiency in Microsoft Office Suite and willingness to learn additional software as needed.

**PHYSICAL:** Manage light to moderate carrying and lifting of items. Reliable transportation is essential for this position to ensure consistent attendance and ability to fulfill job duties. Drive and travel on behalf of SCORH as needed.

### **DUTIES AND RESPONSIBILITIES:**

- Direct the talent acquisition and hiring practices, including job postings and timelines, resume screening, interviews and reference checks, selection and placement, completion of new-hire paperwork, and onboarding.
- Administer employee benefits and HR programs, including enrollments, changes, terminations, open enrollment, COBRA, disability and workers' compensation claims, vendor evaluation, and payroll deductions. Develop the annual compensation budget in collaboration with the compensation vendor, CFO, and CEO to ensure market-competitive wages and salaries.
- Coordinate processes for involuntary and voluntary terminations including exit evaluations, COBRA notices, and exit checklist activities; access legal guidance as needed.
- Coordinate and track employee performance evaluations, support supervisor scheduling, and train staff on the process. Provide guidance and oversight for disciplinary and grievance procedures in coordination with the CEO and legal counsel, including involvement in suspensions or dismissals as needed.
- Develop and lead a workforce development plan that aligns organizational and staff needs, including training, onboarding, retreats, leadership development, coaching, and team-building. Manage the professional development budget and recommend approaches that ensure equitable access across the organization.

- Maintain all employee information in personnel files; audit for accuracy and records changes; coordinate annual audit of HR files; manage I-9 organization and filing.
- Oversee intern, graduate assistant, practicum, and volunteer placements by coordinating with university partners and internal supervisors to recruit, onboard, and manage programs, and connect volunteers with meaningful opportunities.
- Guide employee relations activities addressing any questions and needs regarding company policies and benefits; manage employee feedback initiatives/surveys, develop, participate in committees such as well-being, race, equity, diversity and inclusion and special assignments.
- Develop and recommend the annual HR budget to the CEO, support budget planning with the CFO, and propose improvements such as HR technology, consulting services, workforce development, and performance review tools.
- Research, review and recommend updates to human resources, payroll and benefits policies and procedures and the development of systems to assure compliance by all staff.
- Research methods and tools that can help strengthen employer brand; these may include improvements to job descriptions, employment page on the website, job postings, and policy manual; collaborate with communications to see recommendations through fruition.
- Collect, compile, and analyze human resource metrics and statistics and apply this data to make recommendations related to recruitment, retention, and legal compliance.
- Manage leave in QuickBase such as annual and sick leave, bereavement, holidays, maternity and paternity leave.
- Maintain the highest level of confidentiality and professional decorum in handling personnel matters and information.
- Complete special projects by organizing and coordinating information and requirements; planning, arranging, and meeting schedules; monitoring results.
- Attend relevant meetings, trainings, conferences, and workshops to strengthen HR knowledge and relationships, and serve on boards or committees as appropriate.
- Serve as a positive, proactive voice for SCORH through social media, public speaking, public relations and/or representation at training and events; build capacity and knowledge of organization.
- Perform other duties and responsibilities as requested with an appropriate sense of humor, positive and professional attitude, and team spirit.

#### BENEFITS:

The South Carolina Office of Rural Health offers a valuable benefits package including but not limited to:

- Health and Life Insurance
- Retirement Programs
- Annual Leave
- Sick Leave

- 12 Paid Holidays
- Hybrid work schedule (option to work 2 days remote/week)
- Professional Development Opportunities

SCORH believes that each employee makes a significant contribution to our success; this position description is designed to outline primary duties, qualifications, and job scope, but not limit the organization to adjust the work identified; it is our expectation that each team member will offer their services wherever and whenever necessary to ensure the success of our endeavors.

The South Carolina Office of Rural Health provides equal employment opportunity to all individuals regardless of their race, color, creed, religion, gender, age, sexual orientation, national origin, disability, veteran status, or any other characteristic protected by state, federal, or local law.