

Human Resources Business Partner / Director

Located in Yonkers, NY 10701

POSITION SUMMARY

Reporting to the AVP, Human Resources Operations, the HR Business Partner / Director provides matrixed support to Emerging Health Information Technology (EHIT). EHIT is a wholly owned subsidiary of Montefiore, providing comprehensive IT services to Montefiore and other health care clients.

The HR Business Partner / Director provides a full range of human resources services to Emerging Health in order to support them in meeting their business objectives and business initiatives. The HR Business Partner consults with management in handling changing staffing requirements, employee relations' issues and associates' needs. The HR Business Partner enlists and coordinates other appropriate HR specialty services as needed. This position is actively involved in developing short and long range planning for the business units.

PRINCIPAL ACCOUNTABILITIES

- Participate with the Emerging Health Leadership Counsel to drive strategies and business plans throughout the organization.
- Collect and analyze HR data to support decision making. Provide necessary metrics to management for their use in identifying HR related trends in data. Advise management on data interpretation and appropriate actions.
- Drive initiatives to engage employees and align operations.
- Ensure compliance with legal and regulatory requirements to minimize risk.
- Drive and monitor the effectiveness of performance management and goal setting initiatives.
- Define and coordinates OD service delivery for organization effectiveness improvement and talent management.
- Consults with managers to diagnose and analyze current and future talent needs and to create a strategic workforce plan and manages application of agreed plan.
- Participate in recruiting process, candidate selection process where necessary and new associate orientation.
- Consults with managers on compensation issues while overseeing the organization-wide compensation strategy and in keeping with policies and practices.
- Develop new position descriptions and work closely with Compensation to evaluate and classify the positions.
- Administer the provisions of the 1199 contract.
- Handle responses to employment-related charges, claims or investigations, partnering in executing local Employee Relations strategy, assist in the execution of affirmative action plan objectives in partnership with HR Operations and Legal.
- Assist with financial management activities to include budgeting, FTE and staffing model integration, incentive compensation issues and productivity initiatives.
- Manages daily operations of staff and office. Recruit, interviews, and handles disciplinary decisions.
- Develops, creates and provides cross training of HR staff.

MINIMUM REQUIREMENTS

- BA in HR Management, Education, Psychology or Business preferred.
- Requires seven to ten years of HR Generalist/management experience.
- Demonstrated experience and success in helping business partners align human resources planning and business strategy.
- Demonstrated customer service and collaboration skills.

- Demonstrated experience with organizational development required.
- Labor Relations knowledge and demonstrated experience preferred.
- Strong written/verbal communication and presentation skills.
- Ability to use all Microsoft Office software, including: Word, Excel, and Power Point.

To apply to this job is <http://jobs-emerginghealthit.icims.com/jobs/1147/job>