



HUMAN RESOURCES DIRECTOR

Discern Health is a rapidly growing Baltimore-based healthcare consulting firm providing strategic direction and solutions to government and nonprofit agencies, health insurers, and life sciences companies. Our focus on value-based care aims to increase the quality and performance of the U.S. health care system. Many of Discern's projects focus on the best ways to measure health care quality and how to incentivize doctors and hospital to improve results.

As a consulting firm, Discern's relies on its smart, talented staff to deliver excellent work for our clients. Building and developing the staff is critical to supporting the firm's growth. The Human Resource Director will provide leadership to ensure that Discern has adequate capacity to compete client projects, and that individual staff are supported in their job performance and professional development. Discern's goal is to be a rewarding place to work that attracts and retains great talent.

Reporting to the VP of Operations and working with the Operations Manager, specific areas of responsibility include:

Workforce Planning & Recruiting

- Identification of skills needed across the organization
- Capacity assessment and management
- Recruitment strategies per position
- Screening of qualified candidates
- Interview and offer process
- Staff on-boarding
- Diversity & Inclusion

Compensation and Benefits Policy

- Annual salary and benefits review and recommendations
- Developing incentive-based compensation programs
- Payroll oversight
- Health care benefits oversight
- Retirement plan oversight
- PTO tracking and communication systems

Employee Relations and Performance Evaluations

- Organizational structure
- Defining supervisory roles and providing training and/or training resources
- Defining mentor roles and providing training and/or training resources
- Developing job descriptions and updating as needed
- Individual goal development and tracking
- Communication of positive and constructive feedback
- Conflict resolution
- Telecommuting and multi-location work policies
- Communicating changes in policies and procedure

Training and Professional Development

- Developing paths to promotion
- Individual PD plans and budget
- Improvement plans and termination
- Creating and maintaining an organizational skills inventory

Compliance

- Policies & Procedures
- Risk Assessment
- Less than 50 and more than 50 employee compliance scenarios
- Sick and safe leave timekeeping
- Required employee notices
- HIPAA, OSHA, ADA & other regulatory compliance
- Independent Consultant contracts

QUALIFICATIONS:

- Bachelor's degree in Business Administration or other equivalent field **and** 5 years of human resources experience **OR**
- A master's degree in human resources management and 4 years of experience in the HR field
- At least 2 years' experience managing HR in a consulting or professional services environment
- PHR and/or SHRM-CP credential strongly preferred
- Strong verbal and written communication skills
- Strong interpersonal, supervisory skills
- Able to multi-task, work under pressure, meet deadlines, and thrive in a fast-paced work environment
- Proficiency in Microsoft Office programs (Word, Excel, PowerPoint)

Please visit our Careers Page to learn more about Discern and how to apply