



**Job Title:** Director of Human Resources  
**Reports to:** Senior VP & Chief Financial Officer  
**Direct Reports:** Payroll and Benefits Administrator  
**Department:** Administration  
**FTE:** Full-Time

**About Healthix:**

Healthix is part of a nationwide movement to improve our health care system through better access to information. Healthix is the largest public health information exchange (HIE) in the nation, bringing together over 550 healthcare organizations at more than 4,400 sites across New York City and Long Island. We provide secure access to clinical data of more than 16 million patients to improve quality of care, efficiency and effectiveness. Healthix delivers actionable patient data electronically 24/7 in real time, with patient consent and consistent with regulations and policies established by NY State Department of Health. Healthix mission is to support healthcare providers and health plans to provide care management, improve clinical outcomes, promote efficiency and reduce healthcare costs.

**Position Summary:**

The goal of the Healthix Director of Human Resources is to develop, expand and implement a robust human resources program, inclusive of employee engagement and performance improvement activities, training and professional development opportunities, and setting a team building environment and high-performance culture for a dynamic and growing company as the company (currently at 55 professionals; soon to grow to a company of 68 professionals) and to set strategic HR Policies.

**Responsibilities include but are not limited to:**

Recruiting and Onboarding of Employees:

- Assist hiring managers in creating job descriptions and establishing compensation ranges for all open positions; create an archive of all company job descriptions
- Post open positions on Healthix website and in other channels as agreed upon with hiring manager
- Oversee and manage relationships with recruiters used by hiring managers
- Perform initial screening interview and schedule candidates for follow-up interviews
- Regular review of current onboarding policies and procedures and revise as necessary and appropriate
- Complete recruitment and onboarding of finalist candidate selected by hiring manager:
  - Prepare official offer letter
  - Perform background checks including screening against Exclusions Database maintained by US Office of Inspector General
  - Perform orientation/onboarding to Healthix once candidate commences employment

Employee Relations / Employee Engagement:

- Maintenance and enforcement of Healthix Employee Handbook
- Implement and manage Healthix HR Policies and Procedures
- Guide conflict resolution as the need arises; counsel staff and/or engage external parties for counseling
- Improve and facilitate Performance Evaluation Program
- Develop performance templates for CEO and SVP, incorporating *Blueprint for Success* for measuring achievement of organizational goals, priorities and metrics
- Ensure the timely completion of performance assessments by managers, including review with each staff member at start of year, at least once during year, and at end of year
- Manage parameters of incentive compensation program and maintain communications to staff
- Provide recommendations to Executive Management regarding annual merit increase pool and program parameters based on industry trends; implement the approved program
- Compile evaluation measures to derive incentive compensation, merit increase and promotional recommendations for each employee

Provide management and leadership training opportunities and create an Organizational Development curriculum

- Ensure compliance with New York State and City Labor Laws and liaise with outside counsel as is necessary
- Review, improve and implement termination policies and procedures, including exit interviews with all terminating employees
- Establish programs for staff satisfaction, engagement, retention and productivity
- Create and maintain Human Resource metrics, in collaboration with the Chief Information Security Officer, pertaining to HITRUST deliverables
- Help to shape company culture
- Serve as an Employee Advocate
- Assist in employees' goal setting

Develop and oversee a consistent program for professional development of executives, managers and staff

Oversight of Payroll and Benefits Administrator, who is responsible to:

- Process all timekeeping and payroll transactions on a biweekly basis
- Advise employees on benefits selections and be a resource for inquiries
- Ensure that all employees and contractors sign acceptance of Healthix policies each year
- Ensure that all employees and contractors sign the Acceptable Use Policy and Security Awareness Training
- Resolve timekeeping, payroll and benefits questions for employees

## **Education and Experience**

- Bachelor's Degree
- 5-7 years as HR Manager/Director in professional services environment
- PHR or SPHR certification required

## **Competencies**

- Business Acumen
- Communication
- Consultation
- Critical Evaluation
- Ethical Practice
- Global & Cultural Awareness
- HR Expertise
- Leadership & Navigation
- Relationship Management
- Familiar with New York State and federal privacy and regulatory policies, HIPAA
- Knowledge of New York City healthcare landscape

## **Application:**

Interested individuals are invited to apply at [careers@healthix.org](mailto:careers@healthix.org).