



Employment Opportunity for: Human Resources Manager

Position Purpose

The Human Resources (HR) Manager is responsible for the overall administration and management of HR initiatives, including employee relations, recruitment, orientation, and separation. The HR Manager oversees employment compliance, compensation and assists with administering benefits.

Guided by the Director of Finance, the HR Manager's primary focus is to ensure daily human resources activities are conducted in compliance with and in support of MiHIN's strategic plan, goals and objectives.

Essential Functions and Basic Duties

- Assesses and develops effective recruitment strategies to enhance candidate selection and meet needs of hiring managers
- Builds a recruiting culture at MiHIN to identify top talent, maintain a candidate-focused hiring process, and improve MiHIN's employee referral program
- Supports MiHIN's internship program by coordinating outreach efforts, staffing, career fair events, and following up with students
- Facilitates a standardized one-time new hire orientation for full-time and part-time team members and provides follow up, ongoing training and documentation as needed
- Responds to questions from employees and potential candidates
- Creates, updates and maintains all MiHIN Human Resources forms, rosters, records, databases, miscellaneous subject files and job descriptions and communicates changes to employees as needed
- Works with Communication Manager to integrate companywide Human Resources processes and build interdepartmental employee relationships to improve internal communication
- Participates in employee termination decisions and meetings as needed
- Facilitates employee exit interviews to embrace a culture of continuous improvement that includes employee voices and aims to increase employee retention
- Ensures legal compliance by monitoring and implementing applicable federal and state laws
- Maintains all employee time off records and regularly communicates balances to employees via email at specified intervals
- Works closely with the Director of Finance and 401(k) Administrator to coordinate benefit information and keep employees informed
- Assists with, provides recommendations for and potentially leads additional employee benefits (e.g., health insurance, dental insurance, wellness programs, HSA accounts)
- Assists with and helps monitor all payroll changes, working with Director of Finance
- Creates and evaluates HR metrics, provides data to the Director of Finance, and proposes recommendations as needed



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- Conducts research and gathers feedback from employees to recommend improved HR programs and products for consideration by Director of Finance and MiHIN leadership
- Supervises, keeps current and maintains the MiHIN Employee Handbook updates and distribution
- Completes other tasks as may be requested by Director of Finance or MiHIN leadership from time to time

Required Qualifications

- Bachelor's degree in Human Resources or related field
- 3+ years prior management experience, preferably in Human Resources
- Excellent communication skills (written and verbal English) and organizational skills with high attention to detail and task completion orientation
- Ability to gain a thorough understanding of MiHIN's vision, mission, goals and objectives
- Discrete professional demeanor and ability to maintain appropriate confidentiality
- Knowledge of MS Word, Outlook, PowerPoint, Access, and Excel essential
- Knowledge of cloud software applications (e.g. Salesforce.com) is desired
- Prior background or exposure to health information technology, health information exchange, and federal HIT programs will be extremely helpful
- Ability to communicate effectively to establish and maintain working relationships with potential candidates, MiHIN team members, and MiHIN leadership
- Ability to think critically and analytically, and identify and execute on opportunities to better communicate with MiHIN's audiences
- Ability to exercise good judgment in appraising situations and making decisions
- Ability to work in a multi-cultural environment
- Ability to represent MiHIN in a positive, courteous, and professional manner

Position Reports to: Director of Finance

Supervisory Role: This position manages other employees or contractors

Job Location: East Lansing, MI

What is MiHIN?

The Michigan Health Information Network Shared Services (MiHIN) is Michigan's state-designated entity to improve health care quality, efficiency, and patient safety by sharing electronic health information statewide, helping reduce costs for patients, providers, and payers. MiHIN is a non-profit, public-private collaboration that includes stakeholders from the State of Michigan, health information exchanges that serve Michigan, health systems and providers, health plans/payers, pharmacies, and the Governor's Health Information Technology Commission.



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Our Culture:

MiHIN provides a stimulating, high-energy environment for a wide variety of talented people who are making a positive improvement in healthcare. We're working to build a healthier future for the state of Michigan, and we are always looking for motivated, bright, efficient professionals and interns to help advance our goals for sharing health information in ways that reduce costs and improve outcomes.

Our Benefits:

MiHIN's health benefits are incredibly generous and quite rare in today's job market. At this time our employees realize little to no out-of-pocket expenses for excellent coverage. MiHIN covers 100% of the cost of premiums so there are no deductions from paychecks for insurance. MiHIN may also contribute to a Health Savings Account, known as an HSA, to cover the full or partial amount of the annual health insurance deductible. That means MiHIN currently covers the cost of premiums *and* the full or partial cost of the health insurance deductible, to minimize or completely eliminate employee out-of-pocket expenses.

Application Instructions

- Please email cover letter, resume, and three full references to jobs@mihin.org for consideration
- Review will begin immediately as qualified candidate applications are received and will continue until the position is filled

Notice

MiHIN does not discriminate in employment against persons based on age, color, disability, gender, gender identity/gender expression, genetic information, familial status, height, marital status, national origin, political persuasion, race, religion, sex, sexual orientation, veteran status, or weight. Applicants must be legally permitted to work in the United States and have the ability to pass a background and history check in keeping with federal and state regulations.