

Senior Human Resources Business Partner Supporting Physicians

Emeryville California

UCSF Benioff Children's Physicians (UBCP) is a multispecialty physician foundation, and an associated clinically integrated network. Our primary goal is to foster physician collaboration to deliver the most advanced maternal and pediatric care throughout Northern California and beyond. We have Pediatric & Adolescent, Adult Medicine, and OB-GYN clinics located throughout the San Francisco Bay Area.

POSITION SUMMARY:

As Sr. HR Business Partner (Sr. HRBP), you will primarily support a group of physicians with human resources processes, programs and systems aligned with the business strategies and objectives. You will partner with all staff and physicians to support a productive and engaging work environment. The position reports to the Senior Human Resources Director.

JOB DUTIES AND RESPONSIBILITIES:

- I. **Service Standards:** The Sr. HRBP is a member of the Human Resources team responsible for supporting the Leadership team on the full range of operational Human Resources activities. The Sr. HRBP performs a hands-on role and is instrumental in supporting HR programs/initiatives. The Sr. HRBP understands the health care industry environment.

- II. **Essential Functions:**

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- I.

- A. **Productivity/Efficiency**

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- I.

- A.

- 1. Ensures that HR department provide excellent, timely, efficient, and seamless services.
 - 2. Assist with implementation and ongoing management of programs and initiatives across all HR functions.
 - 3. The Sr HRBP will be held accountable to high customer services standards.
 - 4. The Sr HRBP will perform all duties with high quality, tact and discretion according to confidentiality requirements.

- I.

B. Technical Skills

1. Computer proficient in Word, Powerpoint, Outlook, Excel, Teams, database management and other standard software applications.
2. Utilizing our contracting database, track certification documentation requirements.
3. Access performance management software to assign evaluations to managers and employees.
4. Develop new policies as needed, update and review current policies. Assist employees with policy interpretation.
5. Generate new hire offer letters
6. Assist with annual employee engagement surveys
7. Assign Learning and Development programs to meet specific training and development requirements and needs.
8. Coordinate ergonomic evaluations and ordering of ergo equipment
9. Create job descriptions as needed
10. Assist with worker's comp claims, including leave of absences and intermittent leaves
11. Track onboarding efforts and conduct new hire orientations
12. Oversee annual vaccination program for employees
13. Assist with annual compensation evaluation
14. Backup support for payroll administration utilizing timekeeping system.
15. Assist with annual benefit enrollment

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C. Communication

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1. Is skilled in communicating clearly and effectively, verbally and in writing.
2. Possesses active listening skills and a professional demeanor.
3. Keeps manager informed of potential risk issues

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D. Quality

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A.

1. Consistently extends a professional, warm environment by using a pleasant tone of voice and maintaining professional composure at all times.
2. Ability to prioritize; strong problem solving skills, and ability to manage multiple projects.
3. Recognized as a resource for employees, managers and physicians. Demonstrated ability to build trust, and operates with sense of poise and integrity for the benefit of the organization.
4. Results driving and collaborative style to achieve defined objectives, and establish and maintain effective working relationships that facilitate successful outcomes.
5. Ability to identify improvement opportunities and take initiative to make recommendations.

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E. UBCP Citizenship

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1. Adheres to all UCSF Benioff Children's Physicians policies, practices safe work habits, and engages in good business standards and practices.
2. Respects and is sensitive to cultural diversity, safety and security of physical environments, teamwork, and demonstrates respect for others.
3. Complies with all HIPAA regulation and UBCP standards of confidentiality and code of conduct.

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F. Working Relationships/Contacts:

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1. Initiates and maintains a positive and effective working relationships with UBCP colleagues, physicians and other people with whom the incumbent must interact with to perform their responsibilities.

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III. Job Functions:

- A. Successfully support company-wide programs and initiatives including performance management, recruitment, onboarding, learning and development, employee engagement survey, etc.**
- B. Maintain immunization documentation requirements.**
- C. Maintains all employee records accurately.**
- D. Accepts and performs other job related duties, projects and responsibilities, as required.**

IV. Position Requirements:

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- A. Education: High School diploma or equivalent required. Bachelor Degree in Human Resources, Organizational Development or a related field, or a comparable combination of education and experience is required.**
- B. Knowledge: At least 5 years work experience, preferably in a HR Generalist or Business Partner role, with CA employment law in a healthcare setting. Experience working with physicians required. Relevant experience in healthcare environment preferred. PHR/SPHR preferred.**
- C. Skills: Requires exceptional communication and customer service skills, strong organizational skills, ability to prioritize and manage a great number of details and multi-task with strong follow through are mandatory.**

Ability to take initiative, learn quickly and actively participate as part of HR team also mandatory.

Computer proficiency with MS Office Suite, including Word, Excel and Outlook, as well as an ability to learn new programs with ease.

Must have the ability to establish and maintain effective working relationships, along with building trust with all levels of staff and physicians. Must possess excellent interpersonal skills and be comfortable with people in all position levels. Must adhere to HIPAA regulations and maintain confidentiality. Demonstrates skill prioritizing competing work assignments and integrating information to determine appropriate courses of action and their implications.

V. Training:

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- A. Working knowledge of payroll, federal and state labor, wage and employment laws required.**

ADDITIONAL INFORMATION

The essential functions listed are typical examples of work performed in this job classification. They are not designed to contain or be interpreted as a comprehensive inventory of all duties, tasks, and responsibilities. This position may also perform other duties as assigned.

We offer a competitive benefits package including a very generous 401(k) and Paid Time Off (PTO) plans.

Annual Salary range is \$90,000 - \$110,000.

It is the policy of UCSF Benioff Children's Physicians to provide equal employment for all qualified individuals; to prohibit discrimination in employment because of race, color, creed, religion, marital status, sex, sexual orientation, gender identity or expression, ancestry, national origin, age, medical condition, disability or status as a veteran or a disabled veteran. Equal employment opportunities apply to every aspect of UBCP's employment policies and practices.