

Human Resources Generalist

Fairview Range is hiring a Human Resources Generalist to join our HR Department in Hibbing, MN.

The HR Generalist will coordinate various Human Resources plans and procedures for all company personnel and assist in the development and implementation of personnel policies and procedures with an emphasis on recruitment and employee relations. Administers the compensation program and monitors performance evaluation program. Will provide support to the Benefits and Employment team. Will assist in performing employee relations counseling. Assists in new employment process and must be proficient in the HRMS system. Must exercise good judgement to promote smooth workflow in the team to ensure customer needs are met.

This position will have a focus on administering the employee and labor relations program including contract negotiations, contract administration, union relationships, grievance processes, prioritizing responses. The HR Generalist collaborates with leaders to assure positive employee relationships as well as establishes and builds effective relationships with labor union and management representatives to achieve the organization's objectives.

Schedule: This position will work ONSITE, full time, 80 hours per two weeks. The shift length will be 8-hours on the day shift, no weekends.

Benefits: This position is eligible for benefits such as medical, dental, vision, and so much more!

About Fairview Range

Fairview Range is an affiliate of M Health Fairview, a partnership of Fairview Health Services, the University of Minnesota, and M Physicians. Together, we offer access to breakthrough medical research and specialty expertise as part of a continuum of care that reaches all ages and health needs. The most comprehensive health care network in northeastern Minnesota, Fairview Range includes Fairview Range Medical Center, Fairview Mesaba Clinics (with locations in Hibbing, Nashwauk, and Mountain Iron), Fairview Range Home Care and Hospice, and Fairview Transportation Services. Are you interested in joining our incredible team? Seize the opportunity by applying today!

Apply today to join our 34,000+ employees and 5,000+ system providers working to build lasting relationships with the people we serve: our patients, our communities, and each other.

As an HR Generalist, you will be responsible for:

- Managing employee and labor relations for designated managers and employees.
- Responding and resolving employee relations (non-contract), labor relations (contract) issues, and escalations including EEOC charges.
- Developing tactics and leading the implementation of plans to bring about continuous positive growth in labor/management relationships.
- Advising managers and other HR staff on union contract interpretation.
- Participating in and may lead the negotiation process for union contract negotiations.
- Educating, coaching, counseling, and participating in employee performance management up to and including terminations of employment.
- Assisting in development and implementation of policies and procedures.
- Assuming responsibility for all facets of the Talent Acquisition process from Offer to Day 1 of Hire.
- Assisting recruiter with sourcing and scheduling of interviews as needed. Assisting hiring managers with interviewing and hiring decisions as needed.
- Assisting in the new hire process and Leave of Absence process by tracking, maintaining, and being a resource to Managers/Supervisors about the processes.

- Serving as a human resources subject matter authority and resource for managers and leadership. Offering insight, counsel, and advice on employee initiatives such as annual compensation analysis.

Required Qualifications

- Bachelor's Degree in related discipline.
- One (1) year experience in HR or related field.

Preferred Qualifications

- Master's degree in a related discipline.
- Three (3) to five (5) years of experience in Labor/Employee relations.
- Health Care experience.

EEO Statement EEO/AA Employer/Vet/Disabled: All qualified applicants will receive consideration without regard to any lawfully protected status