

<b>Organization:</b>	PDA MSO, LLC	<b>Date Issued:</b>	02/09/2023
		<b>Reviewed By:</b>	PDA-HR
<b>Job Title:</b>	HR Generalist	<b>Job Reports To (Title):</b>	VP, Human Resources

*To Be Completed by HR Compensation*

<b>Time Status:</b>	<input checked="" type="checkbox"/> Full Time 1.0 FTE	<b>Pay Status:</b>	<input checked="" type="checkbox"/> Salaried
<b>Travel Status:</b>	<input type="checkbox"/> Travel <input type="checkbox"/> Float* *Ability to provide care in various Kaiser Permanente Dental Care Offices	<b>Exemption Status:</b>	<input checked="" type="checkbox"/> Exempt

<b>Job Summary</b>
Responsible for performing HR-related duties in support of PDA and PDA MSO. Works closely with the VP of Human Resources and the Dental Director of Recruitment as well as the rest of the HR team. The position supports and implements human resources programs including recruitment and retention, talent acquisition, staffing, employment processing, health and welfare benefits, training and development, records management, safety and health, succession planning, employee relations, retention, diversity and inclusion, as well as AA/EEO compliance.

<b>Major Responsibilities / Essential Functions</b>	
<b>Administrative Support and Essential Duties</b>	90%
<ul style="list-style-type: none"> <li>Supports Dental Director of Dentist Recruitment and PDA MSO managers with the full cycle recruitment process including, but not limited to: job descriptions, job postings, internal and external advertisements, applicant communications, background checks, reference checks, employment screening, phone interviews, in-person interview and office tour coordination, offer letters, contracts, maintenance and tracking of applicant job files and reports on recruitment metrics.</li> <li>Provides general HR department support including, but not limited to, customer service inquiries, policies, benefit enrollments including open enrollment, contracts, AAA/EEO compliance, hire and termination processing, and back-up for payroll and leaves of absence.</li> <li>Prepares, coordinates, and conducts new employee orientation (NEO) for PDA dentists and PDA MSO staff including, but not limited to managing the on-boarding process, employment files, new hire set-up, regulatory forms, benefits, policies, training, and tracking, as needed.</li> <li>Supports various leadership team and human resource initiatives and projects including, but not limited to compensation and benefits, workforce planning, talent management, succession planning, leadership development, professional development, and electronic software development and deployment.</li> <li>Supports diversity, equity, inclusion and belonging (DEIB) programs through various initiatives and projects.</li> <li>Administers benefit and leave of absence programs including, but not limited to FMLA/OFLA/WFLA claims, disability claims, referral reward and worker’s compensation claims.</li> <li>Support all Compliance responsibilities (e.g. OSHA, BOLI survey, EH &amp; S, annual compliance training, tracking, reporting, etc.)</li> <li>Maintain confidential personnel files including, paper files, electronic files, and human resource information system (HRIS) records, (ADP and the PDA database) and compiles reports as requested.</li> </ul>	
<b>Other Responsibilities</b>	10%
<ul style="list-style-type: none"> <li>Other duties as assigned (meeting support, projects, etc.)</li> </ul>	
<b>Total</b>	<b>100%</b>

Supervisory Duties			
Supervisory:	<input checked="" type="checkbox"/> No	Fiduciary Responsibilities:	<input checked="" type="checkbox"/> No

JOB QUALIFICATIONS	
Minimum Education	
AA degree in Business/HR Management and 1-2 years related experience. Or, combination of 2-4 years education and experience.	

Additional Requirements
<ul style="list-style-type: none"> <li>• Excellent phone skills, note taking, ability to set up and maintain filing systems, meeting, travel and event coordination skills and knowledge.</li> <li>• Working knowledge of all areas of HR listed as key responsibilities including recruitment, comp/benefits, training, development, performance mgmt., NEO and diversity and inclusion.</li> <li>• Strong MS Office suite, solid presentation and communication skills (written and verbal), and the ability to problem solve in a customer service manner.</li> <li>• Ability to work with and maintain confidential information.</li> <li>• Experience with Access and Outlook or other electronic mail/calendar software. Demonstrated proficiency of data entry, coordination of multiple projects, ability to organize and report data in useful formats, plan/prepare meeting materials, calendaring, etc.</li> <li>• Work with minimal supervisory oversight, independently, and as part of a small team. Ability to track and audit work. Display willingness to make decisions within scope of responsibilities; exhibit sound and accurate judgment and support and explain reasoning for decisions. Include appropriate people in decision-making process and make timely decisions.</li> </ul>

Physical Requirements and Work environment
<ul style="list-style-type: none"> <li>• Remain stationary for prolonged periods of time.</li> <li>• Reposition objects of up to 20 lbs. pounds (occasionally).</li> <li>• Ability to operate a computer and a variety of software quickly and accurately.</li> <li>• Ability to convey and exchange ideas and information with coworkers and customers quickly and accurately.</li> <li>• Intermediate visual acuity: ability to read printed text, work at a computer for long periods of time, analyze reports and other documents which contain data.</li> <li>• Moderate visual acuity: ability to determine accuracy, neatness and thoroughness of work assigned; or to make general observations of facilities or structures.</li> <li>• Worker is subject to hazardous materials such as would typically be found in a general office environment (printer ink, copier toner, etc.).</li> </ul>

Required Licensure, Certification, Registration (LCR)
N/A

Preferred Education and Experience
BS/BA in Business/HR Administration, Experience in HR dept., and/or dental/healthcare field.

Preferred Work Experience and Qualifications
<ul style="list-style-type: none"> <li>• Use and knowledge of ADP Workforce Now (HRIS/LMS).</li> </ul>

- Working knowledge of payroll systems and processes.
- PHR, SHRM-CP
- Experience with graphic design programs (Visio, Dreamweaver, etc.)

**Equal Opportunity and “At Will” Statement**

Permanente Dental Associates is an equal opportunity employer committed to a diverse and inclusive workforce. Applicants will receive consideration for employment without regard to race, color, religion (including non-religion), sex (including pregnancy), age, sexual orientation, national origin, marital status, parental status, ancestry, disability, gender identity, obesity, veteran status, genetic information, other distinguishing characteristics of diversity and inclusion, or any other status protected by applicable state, local, or federal law. This policy applies to all terms and conditions of employment, including hiring and recruiting, placement, training, compensation, benefits, promotion, and termination.

Employees must be able to perform the essential functions of this position with or without reasonable accommodations. All individuals with disabilities are encouraged to seek reasonable accommodation.

The employment relationship between Employer and Employee is “at will” meaning that except as otherwise provided in the Employment Agreement, either party may choose to end the employment relationship at any time.

**Disclaimer, Compliance and Service Language (DO NOT EDIT)**

**DISCLAIMER:** The above statements are intended to describe the general nature and level of work being performed by incumbents assigned to this job. This is not intended to be an exhaustive list of all the responsibilities, duties and skills required. The incumbent may be expected to perform other duties as assigned.

**COMPLIANCE & INTEGRITY:** Consistently supports compliance and the Principles of Responsibility (Kaiser Permanente’s Code of Conduct) by maintaining the privacy and confidentiality of information, protecting the assets of the organization, acting with ethics and integrity, reporting non-compliance, and adhering to applicable federal, state and local laws and regulations, accreditation and licensure requirements (if applicable), and Kaiser Permanente’s policies and procedures.

Models and reinforces ethical behavior in self and others in accordance to the Principles of Responsibility; adheres to organizational policies and guidelines; supports compliance initiatives; maintains confidences; admits mistakes; conducts business with honesty; shows consistency in words and actions; follows through on commitments.

All Directors, Managers and Supervisors are accountable for communication, implementation, enforcement, monitoring and oversight of compliance policies and practices in their departments.

**SERVICE & QUALITY:** In addition to defined technical requirements, accountable for consistently demonstrating service behaviors and principles defined by the PDA Service Behavior Standards, KP Experience Standards, as well as specific departmental/organizational initiatives. Also accountable for consistently demonstrating the knowledge, skills, abilities, and behaviors necessary to provide superior and culturally sensitive service to each other, to our members, and to purchasers, contracted providers and vendors.

**WORKPLACE SAFETY:** In addition to defined working conditions and physical requirements, employees are accountable for working safely; following established policies & procedures; utilizing all designated protective personal equipment (PPE) and/or safety equipment assigned for task; and reporting all injuries and hazards to their supervisor immediately.

Supervisors and Managers are accountable for ensuring the safety performance of employees; applying consistent practices in compliance with federal, state and local regulations; providing guidance to maintain a safe and healthy work environment.

**Employee/Applicant Acknowledgement**

My signature denotes that I have received a copy of this job description and have read and understand the information contained within.

\_\_\_\_\_  
Employee/Applicant Name – Print

\_\_\_\_\_  
Date

\_\_\_\_\_  
Employee/Applicant Signature