



Walla County Health Care District

JOB TITLE: Director of Human Resources

FLSA STATUS: Exempt- Non-Union

DEPARTMENT: Human Resources Department

DATE: October, 2026

REPORTS TO: Chief Executive Officer

APPROVED BY: Chief Executive Officer

JOB SUMMARY:

The Director of Human Resources advocates, Wallowa Memorial Hospital and Medical Clinic's mission of "Providing Premier Healthcare". This individual helps mentor, train and sustain the mission, vision and values of the District and associated strategic plan(s). They develop policy, direct and coordinate human resource activities, such as employment, compensation, labor relations, benefits, training, and employee services by performing the following duties or through subordinate department leaders.

MISSION, VISION & VALUES:

The successful candidate(s) must share and demonstrate through job performance (and will be evaluated on) the ability, willingness and successful application of support for the Mission, Vision and Values of the District:

Mission: To provide premier Health Care

Vision: To be a recognized leader in mission focus, quality care, and fiscal strength

Values: Compassion, Respect, Integrity, Quality, Stewardship, and Family

ESSENTIAL DUTIES & RESPONSIBILITIES:

Include the following. Other duties may be assigned. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Oversees the analysis, maintenance, and communication of personnel policies and records required by law or local governing bodies, or other departments. Consults legal counsel when necessary.
- Oversees the data and maintenance of the human resources information system.
- Maintains an in-depth knowledge of best practice employment principles, standards and techniques and demonstrates knowledge in accordance with policies and procedures within pertinent laws and regulations.
- Responds to inquiries regarding policies, procedures, and programs. Functions as the Authorized Designee for all pre-employment screenings.
- Oversees total compensation program of employees; working with the Finance and department leaders, as needed, when setting wages or wage adjustments.
- Ensures participation in total compensation analysis surveys, wage data collection and other regulatory reporting requirements.
- Responsible for oversight of the full employee life-cycle which includes recruitment, onboarding, retention and transition.
- Coordinates leadership training in necessary skills such as; interviewing, hiring, discipline/terminations, promotions, performance review, safety, compliance and sexual harassment.
- Oversees coordination of new employee orientation to foster positive attitude toward organization and strategic goals.
- Forges a strong partnership with the Executive Team and Leadership by maintaining trust and respect.
- Administers benefit plans and maintains records of participation such as; insurance and pension plan, leave of absence, personnel transactions such as hires, promotions, transfers, performance reviews, and terminations and employee statistics for government reporting.
- Advises leadership in appropriate resolution of employee relations issues. Conducts or oversees internal investigations and consults with legal counsel.
- Active in developing key strategies and initiatives to support business objectives.
- Oversees all unemployment and worker's compensation claims.



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- Acts as spokesperson for organization with union representatives. Participates in negotiating the collective bargaining agreement.
- Responsible for being a member of the following Hospital Committees:
 - Administrative/Strategy Council
 - Leadership Development Institute
 - Breach Committee

EDUCATION & EXPERIENCE:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Must have High School Diploma or equivalent education.
- College Degree required or equivalent Human Resource work experience.
- HR Certification highly preferred; SHRM-CP/SCP or HRCPP, etc.
- Minimum 5 years in a professional/managerial generalist role within a Human Resource department, preferably in healthcare.
- Must have excellent communication and problem solving skills with a diverse population, ability to make sound, quick, critical judgments based on information gathered in sensitive employee relation issues.
- Excellent organizational and prioritization skills with ability to manage multiple priorities and meet deadlines in a timely manner.

CORE COMPETENCIES:

- Compassion – Welcomes, mentors and receives new team members. Shows concern for the welfare of others.
- Respect – Manages conflict with respect and dignity for others. Attempts to address issues before escalating.
- Integrity – Owns professional development and seeks self-development. Uses good judgment in resolving job problems. Generates and evaluates alternative solutions and makes effective and timely decisions.
- Quality - Pays close attention to detail. Strives to achieve excellence in all things.
- Stewardship – Careful and responsible management of WCHCD resources. Finds productive work to keep busy during slack periods.
- Family – Creates and participates in a team environment. Applies effective interpersonal and problem-solving skills when responding to coworkers, patients and visitors.

POSITION SPECIFIC COMPETENCIES:

- Personnel and Human Resources — Knowledge of principles and procedures for personnel recruitment, selection, training, compensation and benefits, labor relations and negotiation, and personnel information systems.
- Administration and Management — Knowledge of business and management principles involved in strategic planning, resource allocation, human resources modeling, leadership technique, production methods, and coordination of people and resources.
- Customer and Personal Service — Knowledge of principles and processes for providing customer and personal services. This includes customer needs assessment, meeting quality standards for services, and evaluation of customer satisfaction.
- Law and Government — Knowledge of laws, legal codes, court procedures, precedents, government regulations, executive orders, agency rules, and the democratic political process.
- Psychology — Knowledge of human behavior and performance; individual differences in ability, personality, and interests; learning and motivation; psychological research methods; and the assessment and treatment of behavioral and affective disorders.
- Education and Training — Knowledge of principles and methods for curriculum and training design, teaching and instruction for individuals and groups, and the measurement of training effects.



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- Active Listening — Giving full attention to what other people are saying, taking time to understand the points being made, asking questions as appropriate, and not interrupting at inappropriate times.
- Management of Personnel Resources — Motivating, developing, and directing people as they work, identifying the best people for the job.
- Social Perceptiveness — Being aware of others' reactions and understanding why they react as they do.
- Critical Thinking — Using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems.
- Judgment and Decision Making — Considering the relative costs and benefits of potential actions to choose the most appropriate one.
- Negotiation — Bringing others together and trying to reconcile differences.
- Complex Problem Solving — Identifying complex problems and reviewing related information to develop and evaluate options and implement solutions.
- Persuasion — Persuading others to change their minds or behavior.
- Service Orientation — Actively looking for ways to help people.
- Originality — The ability to come up with unusual or clever ideas about a given topic or situation, or to develop creative ways to solve a problem.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. This job operates in a professional office environment. This role routinely uses standard office equipment such as computers, phones, photocopiers, filing cabinets and fax machines. The noise level in the work environment is usually moderate.

WCHCD CODE of CONDUCT & CONFIDENTIALITY STATEMENT:

As an employee of Wallowa County Health Care District (WCHCD) you must agree to abide by the following code of Conduct/Confidentiality Statement.

I understand and agree that in the performance of my duties I must hold medical information in confidence. I understand that any violation of the confidentiality of medical information may result in punitive action. I will at all times protect the safety of our patient/residents understanding that they are our “customers” and the reason for our employment. I will avoid any and all personal conflicts of interest as it relates to my position at this facility. I agree to abide by the dress code for WCHCD. I will not use any of the assets of WCHCD for personal use. I will abide to all rules and regulations of the State of Oregon and the United States in relation to the operation of a medical facility. I will treat my co-workers at all times in a professional & courteous manner. I will strive to always work as a team player with my co-workers. I agree to report any perceived medical/facility operation noncompliance issues immediately through the compliance reporting process.

I have read and understand the above job description.

Employee Signature

Date