



## Vice President of Human Resources

Position Title: Vice President of Human Resources

Position Type: Full Time

Location: Remote

Reports To: CEO

### **About Clever Care Health Plan**

Clever Care Health Plan is a newly founded Medicare Advantage health plan serving Medicare beneficiaries in Southern California. Our employees are passionate in providing best services to our members and healthcare providers. Our three office locations are in Arcadia (Los Angeles County), Huntington Beach (Orange County) and New York City.

### **Job Summary**

The Vice President of Human Resources (“VP of Human Resources”) is the executive Human Resources leader for the organization. The VP will be an integral part of, and an essential business partner, to the executive team and company as a whole, by building and maintaining a link between the company’s strategic goals and HR programs. The VP of Human Resources will also drive programs that will reinforce the culture of the organization. Working with the executive team, he/she will manage and grow HR services that function first and foremost to support the operations necessary to maintain a highly engaged workforce. The VP of Human Resources will independently develop and manage a full range of HR programs to include and not limited to talent management, organizational and performance management, culture development, recruitment and retention, labor and employee relations, training and leadership development, compliance, human resource information systems, compensation, and benefits in compliance with multi-state labor laws and regulations. Working closely with external employment practice liability (EPL) lawyers to provide evidence for fact-finding process to be used for legal arguments and counter arguments.

### **Functions & Job Responsibilities**

- Provide overall leadership and guidance to the HR function by overseeing talent acquisition, career development, succession planning, retention, training, leadership development, compensation, and benefits.
- Collaborate with executive leadership to define the organizations long-term mission and goals; identifies ways to support this mission through talent management and culture development.
- Support business partners through development of performance management and learning and development strategy
- Research, develop, and implement competitive compensation, benefits, performance appraisal, and employee incentive programs
- Function as a strategic business partner to the executive/senior management of each functional group regarding key organizational and management priorities
- Develop comprehensive strategic recruiting and employee retention plans to meet the



#### Company's human capital goals

- Develop and implement remote workforce strategy (hiring, training, retention, etc.)
- Implements the Company's headcount budget as well as drive the budget for the human resource department
- Oversee the Company's HR information systems
- Ensures compliance with employment, benefits, insurance, safety, and other laws, regulations, and requirements.
- Supervise EEOC and DFEH filing, regulations and/or complaints.
- Assess company-wide developmental needs to drive training initiatives and identifies and arranges suitable training solutions for employees.
- Maintains knowledge of multi-state laws, regulations, and best practices in employment law, human resources, and talent management, particularly across different states
- Identifies talent development and training needs of the organization by partnering with internal managers and external business partners; creates and maintains an ongoing training plan to include career development programs and special initiatives
- Projects future talent development training needs and develops plans and programs in anticipation of organizational growth based on rigorous analysis
- Participates in professional development and networking conferences and events.
- Develop and drive diversity, equity, and inclusion (EDI) initiatives.
- Lead, manage, and develop an HR team, providing direction and identifying development and engagement opportunities that support and encourage high performance
- Develops employee culture and conducts various surveys to gauge employee engagement and satisfaction levels.
- Partners with other company leaders to create, review and implement a succession plan to identify and train future leaders within the company.
- Implements executive long-term incentive plan (LTIP) and employee retention program.
- Coordinates with IT, Facility and other department heads to establish a remote workforce in compliance with various labor laws while ensuring a high-level of job performance and satisfaction among employees.
- Performs other duties as assigned

#### **Education & Experience**

- Bachelors degree in Business Administration, Human Resources, Psychology, or related field required; Master's, MBA, or law degree highly preferred.
- At least ten years of human resource management experience required, with strategic, talent management, and/or business development experience highly preferred.
- Medicare, managed care or healthcare industry required
- Thorough knowledge of employment-related laws and regulations.
- SHRM or SPHR preferred



### **Knowledge/Skills/Abilities**

- Strong executive presence and presentation skills
- Strong focus on people to develop a team and operate in a highly collaborative environment. Exceptional coaching, mentoring, and people development skills
- Strong aptitude for leading through influence, setting direction, and delivering results
- Demonstrated ability to lead, influence, and work with all levels in the organization
- Proven ability to effectively focus resources to implement a business strategy, generate excitement and commitment around vision and goals, and drive innovation and change
- An expert ability to think strategically and execute tactically, with strong attention to detail
- Able to use a broad business acumen and holistic perspective to see the opportunities and risks of potential trade-offs
- Outstanding written/verbal communication and listening skills
- Proven capability to present complex concepts in a concise and understandable way to a variety of audiences
- Excellent interpersonal and conflict resolution skills.
- Strong analytical and problem-solving skills.

### **Physical & Working Environment**

Typical Physical Demands.

Position requires a great amount of sitting and standing. Some lifting, stooping, bending, or reaching is required. May require lifting up to 15-30 pounds. Requires manual dexterity sufficient to operate a computer, calculator and telephone. Requires normal range of hearing and vision. Requires the ability to type and file.

Typical Working Conditions.

Work is performed in an office environment and/or remotely. The job involves frequent contact with staff and public. Work may be stressful at times. May occasionally work some irregular hours.

### **Qualifications:**

#### **What's in it for you?**

1. A competitive compensation and benefits program.
2. Generous paid-time-off (PTO).
3. Ten paid holidays per year.
4. Excellent 401k saving plan, employer provides up to 4% match and employer contribution match is 100% immediately vested.
5. A work-life balance and much more!

Please email your resume directly to [hr@ccmapd.com](mailto:hr@ccmapd.com)



*Clever Care Health Plan is proud to be an Equal Employment Opportunity and Affirmative Action workplace. Individuals seeking employment will receive consideration for employment without regard to race, color, national origin, religion, age, sex (including pregnancy, childbirth or related medical conditions), sexual orientation, gender perception or identity, age, marital status, disability, protected veteran status or any other status protected by law. A background check is required.*