



JOB DESCRIPTION

TITLE: Human Resources Manager		CLASSIFICATION: <input checked="" type="checkbox"/> Exempt; <input type="checkbox"/> Non-Exempt <input checked="" type="checkbox"/> Full-time <input type="checkbox"/> Part-Time COMPENSATION: \$66,560 - \$75,000 annual D.O.E.
DEPARTMENT/PROGRAM: Administration		
REPORTS TO: Executive Director		
DATE REVISED: 12/13/2022	APPROVED FOR USE: Pending	

POSITION SUMMARY:

The Human Resources Manager oversees all aspects of the Human Resources functions within the Education and Leadership Foundation (ELF), this includes supporting the personnel component of the projects and programs. This full-time, exempt position works closely with the Executive Director regarding personnel issues and provides information regarding employment law issues and policy interpretation. The HR Manager will assist the Executive Director and leadership team in directing, administering, and coordinating ELF’s internal operational activities in accordance with the organization’s policies, procedures, goals, and objectives.

DUTIES & RESPONSIBILITIES:

Performance Area 1: Recruitment, Hiring, & Onboarding of Employees

- Manages the talent acquisition process, which may include recruitment, interviewing, and hiring of qualified job applicants, particularly for managerial, exempt, and professional roles; collaborates with departmental managers to understand skills and competencies required for openings.
- Analyzes trends in compensation and benefits; researches and proposes competitive base and incentive pay programs to ensure the organization attracts and retains top talent. Responsible for making recommendations to the Executive Director and leadership team.
- Supports the organization and department by ensuring that the recruitment process is kept timely and responsive to needs.
- Plans recruitment by completing pre-work, such as drafts and/or revising job descriptions prior to opening recruitment.
- Opens and posts open positions. Tracks recruitment metrics for positions in recruitment to determine effective use of marketing of positions.
- Effectively communicates the progress of recruitment with the hiring manager and leadership team.
- Supports the recruitment process by reviewing submitted resumes and applications for minimum qualifications. Shares qualified candidates with the hiring manager for selection for interview.
- Responsible for the development of behavioral-based interview questions for review and use by the hiring manager and panel.
- Responsible for scheduling and coordinating interviews. Provides interview panel with information and tools to evaluate candidates. May require some training of staff to ensure an unbiased process.
- Responsible efficient and timely hiring of selected personnel.
- Responsible for the hiring process. This includes the development of job offers, communication of expectations of clearances to start, and pre-first-day processes.

- Oversee the employee onboarding process for new hires. Ensures compliance with State and Federal regulations regarding employment documentation.
- Assist in the supervision of interns and volunteers.
- Ensures complete collection of employee paperwork (including verification of clearance and collection of COVID-19 vaccination cards and TB test results). Responsible for the upload of information into the HRIS system.
- Ensures the HRIS onboarding system is working correctly and makes sure adjustments and updates are included in the onboarding process.
- Supports department heads in the creation and implementation of department-specific presentations and materials for their areas.
- Ensures that new hires are provided work-related mandated training upon hire and that completion is tracked.

Performance Area 2: Benefits Administration & Management

- Works closely with the ELF benefit broker and Executive Director in the development of the ELF benefit program.
- Calculates and provides staff with annual fringe benefit allowance information.
- Responsible for ensuring the timely enrollment of employees into selected benefit plans.
- Responsible for reviewing employee enrollment selections that occur during the specified enrollment period time.
- Responsible for approving insurance selections and submission to the payroll system for the deduction.
- Coordinates open enrollment with the broker and plans to ensure ELF employees have an opportunity to make changes and/or update personal information (e.g., beneficiary information).
- Works closely with brokers and insurance to correct employee issues.
- Ensures compliance with COBRA guidelines by preparing letters and other paperwork as needed.
- Support employee retention by working with brokers and researching potential additional benefit plans/programs.

Performance Area 3: Policy & Procedures

- Work closely with the leadership team to identify missing and necessary policies and procedures for the organization.
- Develop standard operating procedures for ELF. This includes documentation for the performance areas listed in this job description.
- Develop and implement filing systems for personnel files. Ensures that employee paperwork is handled appropriately.
- Responsible for updating the ELF HRIS system (Paycom) regarding the hiring process and employee documents.
- Ensures that employee information is tracked and updated appropriately.
- Ensures that employee status changes (i.e., changes in title, salary changes, etc.) are documented in a Personnel Action Form (PAF) and updated in the HRIS system.
- Assist in the development of administrative policies and procedures for HR functions and day-to-day operations.
- Responsible for the collection of revised policies and procedures for updates to the ELF Employee Handbook.

Performance Area 4: Health & Safety

- Design and implement ELF's Health and Safety program. This includes overseeing OSHA-mandated Illness and Injury Prevention Program.
- Works with ELF personnel responsible for facility and safety issues in providing information and support.
- Collects and organizes facility safety reports, and accident investigation reports ensuring compliance.
- Creates quarterly reports regarding safety for the organization to the Leadership Team.
- Updates and annually posts Log 300a per OSHA standards.
- Oversees and manages Worker's Compensation program. This includes management of claims and responding to requests from carriers.
- Works with the broker, Finance, and Executive Director regarding annual renewals.
- Oversees communication of changes in WC regulations to the leadership team.

Performance Area 5: Organizational Support

- Partners with the leadership team to understand and execute the organization's resource and talent strategy particularly as it relates to current and future talent needs, recruiting retention, and succession planning.
- Provides support and guidance to management, and other staff when complex, specialized, and sensitive questions and issues arise; may be required to administer and execute routine tasks in delicate circumstances such as providing reasonable accommodations, investigating allegations of wrongdoing, and terminations.
- Creates learning and development programs and initiatives that provide internal development opportunities for employees.
- Oversees employee disciplinary meetings, terminations, and investigations.
- Maintains compliance with federal, state, and local employment laws and regulations, and recommended best practices; reviews policies and practices to maintain compliance.
- Maintains knowledge of trends, best practices, regulatory changes, and new technologies in human resources, talent management, and employment law.
- Communicates necessary changes and reminders to ELF staff to ensure that personnel receives timely and accurate information.
- Provides updates and training at ELF Staff Meetings.

Performance Area 6: Performance Management

- Oversees ELF performance management review system.
- Ensures that tools are updated to reflect job duties and descriptions.
- Responsible for communicating and tracking due dates and following up with supervisors to ensure that performance reviews are completed in an appropriate period of time.
- Works closely with Executive Director and leadership team to devise and create additional components to the performance management program.

Performance Area 7: Additional Tasks and Responsibilities

- Additional work-related duties as needed. Additional duties may be written or verbal by the supervisor.
- Assists in grant projects when needed. This includes the development of new position job descriptions needed for grant applications

EDUCATION, EXPERIENCE, LICENSE/CERTIFICATION, & SKILLS:

Education

- Bachelor's degree in Human Resources, Business Administration, or related field required.

Experience

- Minimum five (5) or more years prior experience in Human Resources (as a Generalist, Manager, or Director).
- Minimum five (5) or more years of experience in management with supervisory responsibilities.

License/certification

- SHRM or HRCI Certification in Human Resources is strongly preferred.
- Valid CA driver's license.

Skills

- Excellent verbal and written communication skills.
- Excellent interpersonal, negotiation, and conflict-resolution skills.
- Customer-focused and service-oriented.
- Attention to detail and excellent follow-through on work tasks.
- Able to handle multiple tasks simultaneously.
- Strong organizational skills.
- Ability to act with integrity, professionalism, and confidentiality.
- Understanding of modern office practices and procedures including scanning, faxing, video conferencing, text and chat messages, etc.

- Intermediate to advanced software skills with MS Office suite (Word, Excel, PowerPoint, Publisher). Experience working with case management systems and employee portals.
- Able to quickly build and maintain rapport with clients, community members, and coworkers of differing backgrounds, team player.
- Positive professional insight.
- Regularly exhibits flexibility and dependability in work and working relationships.
- Demonstrated good problem-solving skills and sound judgment.
- Excellent organizational skills and attention to detail.
- Strong analytical and problem-solving skills.
- Ability to prioritize tasks and delegate when appropriate.
- Thorough knowledge of employment-related laws and regulations.
- Proficiency with or the ability to quickly learn the organization's HRIS and talent management systems.

Additional Duties:

1. Confidentiality/Privacy compliance - Treats all client, member, and employee information as sensitive and confidential. Responsible for maintaining compliance with all HIPAA and privacy regulations and requirements where applicable.
2. Compliance - Ensure compliance with all local, state, and federal regulations.
3. Quality Improvement - Participate in quality improvement activities and contribute towards the overall performance improvement of the department and organization.
4. Safety - All employees will participate in the ELF safety program.
5. Travel – The position may require some day and overnight travel, primarily short distance.
6. Work Schedule – the position may participate in evening and/or weekend activities as required by the department and organization.

ENVIRONMENTAL CONDITIONS AND PHYSICAL REQUIREMENTS:

Environmental Conditions:

Work generally takes place within an office environment. Air quality is good with generally adequate lighting at desks/workstations. Noise conditions are moderate and limited to self and others on telephone calls and general interactions with coworkers and the public.

Physical Requirements:

- Must be able up to lift to 20 pounds and push up to 50 pounds (on wheels).
- Must be able to hear staff on the phone and those who are served in person and speak clearly to communicate information to patients and staff.
- Must be able to read memos, computer screens, personnel forms, and clinical and administrative documents.
- Must have high manual dexterity.
- Must be able to reach above the shoulder level to work, must be able to bend, squat and sit, stand, stoop, crouch, reach, kneel, twist/turn

Acknowledgment:

I have received a copy of my job description, and I have read and understand the job requirements, responsibilities, and expectations outlined in this job description. I attest that I can perform the essential job functions as outlined with or without any reasonable accommodations.

Name (Print):	
Signature:	Date: