

EL CENTRO de la RAZA

JOB SUMMARY

GENERAL INFORMATION

Position Title: HUMAN RESOURCE MANAGER

Pay Grade: \$72,000 - \$78,000/year

Pay Status: Executive _____ Management X Staff _____
Contract _____ Exempt X Non-Exempt _____

Reports To: Executive Director

Date Summary Established: 03/21

Last Revision Date: 03/21

Written By: Human Resources

Approved By: Executive Director

POSITION SUMMARY

Oversees, administers, supervises and coordinates human resources activities, such as employment, compensation, benefits, training, and employee services of El Centro de la Raza. Supervises clerical assistant and temporary staffing as needed.

ESSENTIAL FUNCTIONS

- Supports the mission and principles of the organization.
- Writes directives advising department managers of organizational policy regarding equal employment opportunities, compensation, and employee benefits.
- Consults legal counsel to ensure that policies comply with federal, state, and city law.
- Develops and maintains a human resources system that meets top management information needs.
- Oversees the analysis, maintenance, and communication of records required by law or local governing bodies, or other departments in the organization.
- Oversees the administration of ADP, which includes, upkeep, input, review, and Time and Attendance management for all staff.
- Identifies legal requirements and government reporting regulations affecting human resources functions and ensures policies, procedures, and reporting are in compliance.
- Participates in applicant interviews.
- Makes recommendations for hire to Executive Director in collaboration with Department Directors.
- Plans and conducts new employee orientation to foster positive attitude toward organizational missions.
- Keeps records of benefits plans participation such as insurance and pension plan, personnel transactions such as hires, promotions, transfers, performance reviews, and terminations, and employee statistics for government reporting.

HUMAN RESOURCE ADMINISTRATOR

- Oversees that Employee Personnel Files are up-to-date.
- Coordinates management training in interviewing, hiring, terminations, promotions, performance review, safety, and sexual harassment.
- Advises directors/managers in appropriate resolution of employee relations.
- Responds to inquiries regarding policies, procedures, and programs.
- Answers daily questions from directors, managers, and employees as needed.
- Administers performance review program to ensure effectiveness, compliance, and equity within organization. Administers salary administration program to ensure compliance and equity within organization.
- Coordinates that Directors, managers and supervisors are conducting annual reviews of their employees.
- Administers benefits programs such as life, health, and dental insurance, pension plans, vacation, sick leave, leave of absence, and employee assistance.
- Investigates accidents and prepares reports for insurance carrier. Coordinates Safety Committee meetings and acts as Safety Director.
- Prepares budget of human resources operations.
- Oversees employee separation notices and related documentation.
- Conducts exit interviews to determine reasons behind separations.
- Prepares reports and recommends procedures to reduce absenteeism and turnover.
- Represents organization at personnel-related hearings and investigations.
- Reports new hires to the State.
- Performs other duties, special projects and responsibilities as assigned.

MEASURABLE STANDARDS

- Must be able to work with participants from a variety of ethnic and cultural backgrounds.
- Must be able to work independently and as part of a team.
- Must perform in a professional manner at all times.
- Ability to work with people at all levels in the organization.
- Must be able to maintain confidences and handle highly confidential materials.
- Ability to work well under pressure and be able to meet deadlines while maintaining a high degree of accuracy.
- Must be detail-oriented and have well defined organizational skills.
- Ability to understand overall agency operations.

JOB QUALIFICATIONS

HUMAN RESOURCE ADMINISTRATOR

Essential minimum skills, education, and experience:

- B.A. degree in related field.
- Proficiency in Spanish/English
- 4-5 years experience in essential functions listed
- Highly proficient with Microsoft Word, Excel, and Outlook.

Additional Preferences:

- PHR or SPHR certification preferred.
- Experience with ADP Workforce Now preferred.

WORKING CONDITIONS/ENVIRONMENT

Works in a general office environment. May be required required to work in excess of 40 hours per week.

NOTES AND SPECIAL REQUIREMENTS

The above duties or working procedures describe the chief function of the job and are not considered to be a detailed description of every duty of the job. Requires a 6 month evaluation period.

BENEFITS

This position is eligible for El Centro de la Raza’s full benefit package including medical/dental/life insurance coverage, 401(k) plan, paid vacation and sick leave, and eight paid holidays. In addition to these paid holidays, El Centro gives additional paid time off (up to 5 days) during the last week of December for qualified employees. El Centro employees also benefit from ongoing professional development opportunities.

APPLICATION PROCESS

Please send resume to Estela Ortega at eortega@elcentrodelaraza.org. If you have questions, please call 206.957.4626.