

## Job Description

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**Position Title:** HUMAN RESOURCES DIRECTOR

**FLSA Status:** FULL TIME, exempt.

**Department:** Executive

**Reports to:** Executive Director

**Pay Range:** 100,000 to 115,000.00

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### MISSION STATEMENT:

As an organization grounded in the Latino community of Washington State, it is the mission of El Centro de la Raza (The Center for People of All Races) build the Beloved Community\* through unifying all racial and economic sectors; to organize, empower, and defend the basic human rights of our most vulnerable and marginalized populations; and to bring critical consciousness, justice, dignity, and equity to all the peoples of the world.

**Job Summary:** The Human Resources Director oversees, administers, supervises, and coordinates human resources activities, such as employment, compensation, benefits, training, and employee services at El Centro de la Raza. This includes supervising the Benefits Coordinator, H/R clerical assistants and temporary staffing as needed. The position requires a 6-month evaluation period.

### Essential Qualifications:

- B.A. degree in a related field or 10 years working experience in the outlined essential functions
- Proficiency in Spanish/English.
- Highly proficient with Microsoft Word, Excel, and Outlook.
- Must have excellent oral, written, and organizational communication skills.
- Must have a car, a valid Washington driver's license, and evidence of insurability.
- HRCI-SPHR/ PHR certification or SHRM-CP /SHRM-SCP required
- Experience with Paycom preferred.

### Essential Functions:

- Supports the mission and principles of the organization including the collective approach to the work
- Writes directives advising department managers of organizational policy regarding equal employment opportunities, compensation, and employee benefits.
- **Consults with 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 Paycom, which includes upkeep, input, review, and Time and Attendance management for all staff in coordination with department directors and payroll manager.
- Trains directors on the use of Paycom for the streamlining of work.
- Identifies legal requirements and government reporting regulations affecting human resources functions and ensures policies, procedures, and reporting are in compliance.
- Participates in applicant interviews and makes recommendations for hire to Executive Director in collaboration with Department Directors.
- Works with Directors to conduct new employee orientation to foster a positive attitude toward organizational missions.
- Works with Benefits Coordinator to ensure that records of benefits plan participation, personnel transactions, and employee statistics for government reporting.
- 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 on the appropriate resolution of employee relations
- Answers daily questions from directors, managers, and employees as needed.
- Administers performance review and salary administration programs to ensure effectiveness, compliance, and equity within the organization.

- Coordinates that Directors, managers, and supervisors are conducting annual reviews of their employees.
- Oversees the administering of benefits programs such as insurance, pension plans, and leave policies.
- Investigates accidents and prepares reports for the insurance carrier. Coordinates Safety Committee meetings and works with Facilities Manager to ensure long term safety solutions.
- Prepares and proposes the budget of human resources operations to the Executive Director
- Oversees employee separation notices and related documentation. Conducts exit interviews to determine reasons behind separations.
- Represents the organization at personnel-related hearings and investigations.
- Reports new hires to the state.
- Serves as a member of the Executive Team and acts as a trusted advisor and strategic collaborator, providing Human Resources subject matter expertise as needed.
- Develops and manages HR department's goals, objectives, policies, processes, trainings, initiatives, and surveys.
- Promotes and maintains a positive working environment that provides accessible, equitable, and inclusive working environment to all staff and organizational leadership
- Supports organizational development, change management initiatives, and solutions to organizational challenges.
- Provides advice and counsel to division directors, managers, and supervisors on HR topics.
- Works with Directors in developing s strategies for staff development and engagement.
- Identifies staffing and recruiting needs and oversees the development and execution of best practices.
- Performs other duties, special projects, and responsibilities as assigned

#### **SKILLS/TECHNICAL KNOWLEDGE:**

1. Comprehensive knowledge of theories, principles, and practices of human resources management and organizational development, including organizational effectiveness, employee engagement, employee lifecycle, employee development, and total rewards.
2. Proficiency in applying relevant federal and state laws and regulations, such as FLSA, FMLA, EEOC, ADA, Washington Administrative Code, and the Revised Code of Washington. **HR Law-** local, state & Federal levels
3. Understanding of business and management principles involved in strategic planning, operations management, resource allocation, human resources modeling, leadership, and coordination of people and resources. **Business Acumen**
4. Knowledge of human behavior and performance to effectively analyze and address individual and team dynamics in the workplace. (**Industrial/Organizational Psychology-** work place behaviors)
5. Possessing confidence, maturity, and the ability to connect with and inspire others, along with high emotional intelligence, an optimistic outlook, and a solid sense of humor.
6. **Strong leadership qualities** that prioritize creating an environment of honesty, inclusion, and respect, while championing diverse ideas and perspectives.
7. **Outstanding interpersonal skills**, able to work autonomously, able to handle confidential information and situations with flexibility and diplomacy and build trust and relationships with individuals from diverse backgrounds and at various organizational levels.
8. **Ability to conceptualize business strategies** and objectives and integrate them into HR strategies, influencing leaders and employees to make informed talent and business decisions that drive desired outcomes.
9. **Creative and pragmatic problem-solving skills**, with the ability to act and implement effective solutions in a timely manner while collaborating and influencing across different functions and levels within the organization.
10. **Demonstrated leadership and collaboration skills**, remaining calm, thoughtful, and decisive under pressure, and exhibiting good judgment and decision-making abilities.
11. **Adaptability to cope with change**, make decisions in uncertain situations, and comfortably handle risk and uncertainty. Willingness to learn quickly, analyze successes and failures, experiment with new approaches, and tackle unfamiliar tasks.
12. **Strong drive and determination to pursue goals** with energy and persistence, even in the face of resistance or setbacks. Encouraging and motivating others to achieve results.
13. **Subject matter expertise in human resources**, demonstrated through collaboration, negotiation, mediation, and coaching during complex situations, and building and maintaining relationships across the organization.

**Items bolded are competencies- possessing required skills.**

14. Exemplary **ethical behavior, maintaining integrity** in all business activities and decisions, setting high personal standards, modeling ethical behavior for others, and garnering respect as a trusted professional.
15. **Excellent communication skills, both verbal and written**, to effectively convey information, identify vital information for leadership decisions, and engage constructively in shaping the presentation of complex issues.
16. **Strong project management abilities**, including managing workflows, multiple tasks, complex issues, and competing priorities. Attention to detail in dynamic team environments under tight deadlines and resource constraints.
17. **Professionalism, consistently performing** in a professional manner at all times.
18. **Ability to work with participants from diverse ethnic and cultural backgrounds**, demonstrating proven ability to work well under pressure.
19. Capacity to **maintain confidentiality** of participants' documents and sensitive information.
20. **Highly organized, self-motivated, detail-oriented**, and team-oriented, ensuring effective task management and collaboration.
21. Skill in **building and maintaining effective relationships** with co-workers, participants, parents, community representatives, and the public.

#### **WORKING CONDITIONS:**

Works in a general office environment at EL Centro de la Raza. Works a minimum of 40 hours per week. May require a flexible schedule.

#### **PHYSICAL REQUIREMENTS:**

- Ability to sit, walk, stand, bend, squat, climb, kneel, and twist on an intermittent or continuous basis
- Ability to grasp, push, pull objects such as files, file cabinet drawers, and reach overhead
- Ability to operate telephone, desktop or laptop computer

#### **Covid-19 Vaccination Requirement:**

All El Centro de la Raza employees are required to be fully vaccinated against Covid-19. Please bring your vaccination records on your first day. Failure to submit proof of vaccination will result in withdrawal of the job offer.

El Centro de la Raza will consider requests for reasonable accommodation based upon disability or religious belief. Please contact [HR@elcentrodelaraza.org](mailto:HR@elcentrodelaraza.org) for the appropriate application forms.

#### **El Centro de la Raza offers the following benefits to full-time staff:**

- Medical and Dental Insurance with competitive employee and family rates.
- Basic Life insurance provided at no cost to employee; option to buy up for additional coverage.
- 401(k) plan with 5% employer contribution; eligible to participants after six months of employment; eligible for employer contribution after first year of employment with El Centro.
- 12 days of sick/safe pay time each calendar year (accrued by pay period); Eligible to take accrued leave after 90 days of employment.
- 15 days of vacation accrued by pay period; start accruing upon hire; eligible to take after 6 months of employment plus a floating holiday and birthday off.
- 9 days of paid holidays have been established by El Centro de la Raza + 5 days paid time off during the last week of December.
- Employment Assistant Program for all employees our EAP offers help with mental health, stress, grief and loss, illness or trauma, relationship conflicts, financial guidance, life adjustments, and more.

#### **Equal Employment Opportunity and Accommodation Statement:**

El Centro de la Raza provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws.

This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation and training.

Qualified individuals must be able to perform the essential duties of the position with or without accommodation. A qualified person with a disability may request a modification or adjustment to the job or work environment in order to meet the requirements of the position. El Centro de la Raza will attempt to satisfy requests as long as the accommodation needed is a reasonable and no undue hardship would result.

To apply for this job please send your resume, our employment application and a cover letter outlining your qualifications to:

Estela Ortega, Executive Director, [eortega@elcentrodelaraza.org](mailto:eortega@elcentrodelaraza.org) and to [HR@elcentrodelaraza.org](mailto:HR@elcentrodelaraza.org)

Please go to the El Centro de la Raza website to download a copy of our [Employment Application](#).

REV: 06/20/2023

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Employee Signature

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Date

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Supervisor Signature

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Date

cc HR, personnel file

REV: 6/2023