



JOB DESCRIPTION

Job Title:	Human Resources Manager (HR Manager)
Department:	Operations
Reports To:	Chief Financial and Operations Officer (CFOO)
FSLA Status:	Exempt
Date Approved:	03/20/19

SUMMARY

Reporting to the Chief Financial and Operations Officer, the Human Resources Manager will develop, maintain and enhance the organization's human resources by planning, implementing and evaluating employee relations and human resources policies, programs and practices.

ORGANIZATIONAL OVERVIEW / WHO WE ARE

For 30 years, Mutual Housing California has been dedicated to our mission of developing, operating and advocating for sustainable housing that builds strong, inclusive and diverse communities through resident participation and leadership development. We don't just build housing that people can afford-- we strengthen the daily lives of more than 3,600 residents and families living in our 19 communities in the North Central Valley. Mutual Housing California and its property management affiliate, Mutual Housing Management, have 70 employees who work together to create healthier, stronger, more stable communities for all.

QUALIFICATIONS / WHO YOU ARE

The HR Manager will have experience working directly with people from diverse racial, ethnic, and socioeconomic backgrounds. The ideal candidate will have experience in managing HR in an organization with diverse roles, positions, functions with employees in multiple locations (15+ locations or more). Previous experience or desire to work for a nonprofit organization and someone who values mission based work. Seeking a candidate who has prior experience in setting up a Human Resources department and prior experience with developing a culture that supports diversity, equity and inclusion.

The ideal candidate is someone who is approachable by employees and an empathetic listener. We are seeking a proactive problem solver, who is good at coaching employees and supervisors and has the ability to work with all levels of management. The ideal candidate will have strong organizational skills, attention to detail, someone who is flexible and versatile and can adapt to changing priorities.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Human Resources Management

- Establish recruiting, testing, interviewing program, counsel on candidate selection, conduct and analyze exit interviews.
- Identify qualified candidates, coordinate recruiting and retention strategies and succession planning processes.



- Conduct orientation program and training programs for new hires.
- Regularly update job requirements and job descriptions for all positions.
- Develop and administer companywide human resources policies including the employee handbook, HR procedures, and HR practices in accordance with stated corporate objectives and federal and state legal requirements.
- Maintain compliance with federal and state labor laws/OSHA/other applicable laws.
- Administer: leave of absence requests, workers compensation claims, unemployment insurance claims, employment verifications, COBRA administration.
- Cultivate company culture and morale.

Training and Professional Development

- Coordinate training programs, personal and career development, performance appraisal process, compensation systems, diversity and benefit programs.
- Oversee annual performance evaluations and oversees 30-60-90 day evaluations for new hires.

Employee Relations and Conflict Resolution

- Promote positive employee relations through design, communication, and interpretation of human resources policies and programs.
- Support supervisors and ensure consistency in employee coaching, counseling, progressive discipline.
- Review employee relations issues and recommend appropriate responses to management.
- Conduct workplace investigations.

Compensation and Benefits

- Maintain a companywide compensation plan by conducting periodic pay surveys; scheduling and conducting job evaluations, preparing pay budgets, monitoring and scheduling individual pay actions, recommending, planning and implementing pay structure revisions.
- Responsible for benefits procurement/administration/recommend new programs, stay up on trends.
- Liaison with benefits broker and 401K consultants.

Payroll Management

- Oversee payroll processing and review semi-monthly payroll.
- Oversee 401K administration, facilitate work with third party administrator and investment company.

EDUCATION/EXPERIENCE/CERTIFICATIONS

- Bachelor's degree (B.A.) in Human Resources, Business Administration or related field or equivalent work experience is required. PHR, SPHR or SHRM Certifications preferred.
- Eight to ten years of experience at an HR Manager level.

The above job description is not intended to be an all-inclusive list of duties and standards of the position. Employee will follow any other instructions, and perform any other related duties, as assigned by their supervisor.

ACKNOWLEDGED: Supervisor Signature

Date

ACKNOWLEDGED: Employee Signature

Date

PRINT: Employee Name