



Position Title:	Human Resources Manager
Supervisory Responsibilities:	Yes
Budget Responsibilities:	As directed
Reports To:	Director of Finance and Operations
FLSA Classification:	Exempt

POSITION SUMMARY:

Identity is a high performing and fast paced non-profit organization providing direct social services primarily to Latino youth and families. This is a mid-level position responsible for the human resource functions for a staff of approximately 110 employees. Responsibilities include multiple administrative HR tasks as well as a variety of other HR functions. Areas of responsibility include benefits administration, recruiting, onboarding and exiting processes, and payroll approvals. The HR Manager supervises one part-time HR Assistant and reports to the Director of Finance and Operations. This position will also be responsible for ensuring Identity's compliance with applicable employment laws, oversight of HR policies, and coordination of staff trainings.

PRIMARY RESPONSIBILITIES

1. Directs the organization's fringe benefit programs including annual renewal of the medical, dental and vision insurance plans and oversight of the 401(k)-retirement plan. Keeps abreast of current trends in employee benefits and annually reviews all benefits with the assistance of the Benefits Broker to ensure market competitiveness.
2. Monitors, revises, and annually updates the Employee Handbook and other HR procedures. Proactively stays abreast of human resources trends and discusses revisions with the Leadership Team. Helps to develop and implement policies, systems, and practices that are aligned with Identity's goals.
3. Manages the recruitment process for Identity, including: hiring needs, job postings, assisting with interviews as needed, preparing job offer letters, and conducting background checks. Manages Identity's internal processes with new hires, employment changes, and terminations.
4. Conducts and coordinates the new employee orientations and the exit process. Proactively creates and sustains a strong on-boarding process for new Identity employees, ensuring new staff learn about the history, mission, and values of the organization, and are aware of Identity's policies and procedures.
5. Maintains appropriate HR systems with pertinent information, including certifications, trainings, background checks, and current resumes. Creates and maintains the organization's personnel files and records consisting of leave records, medical and confidential information, and I-9 forms. Manages STD and FMLA requests. Responds to external requests for references or salary confirmation information.

6. Oversees and ensures that all staff timely complete required performance reviews, and follows-up with any probationary assessments or improvement plans.
7. Prepares and files all required compliance reports, including EEO, ACA, Form 5500, Multiple Worksite, OSHA, PCORI reports, and any other required reports by deadline. Ensures that Identity complies with federal, state, and local regulations by posting required notices of laws and employee rights, including worker's compensation information.
8. Performs employee relations function by responding to employee requests and questions on HR matters. Provides information and training to new employees and supervisors to ensure understanding of HR policies. Works with managers in implementing corrective actions and discipline as needed; and informs leadership of impending terminations or critical, or potentially critical HR situations.
9. Responds to requests for financial documentation from government agencies.
10. Works closely with the Leadership Team and the Executive Director to sustain Identity's culture and values, and to develop leadership and staff talent. Presents a positive image of Identity to employees, stakeholders, and the community.
11. Assists with complex employee matters and legal investigations/ complaints, with the support of leadership, counsel or external consultants as needed.
12. Maintains and updates salary information and reports. Makes recommendations to leadership as needed or requested. Provides all changes and new payroll deductions to Finance on time. Verifies that all deductions and changes have been processed and are accurate prior to approving the payroll.

EDUCATION AND EXPERIENCE:

- Bachelor's Degree in Human Resources, Business Administration, or related field preferred
- Minimum of 2 years payroll/benefits administration experience
- Minimum 3 years general human resources experience, preferably in a non-profit environment
- Experience with Microsoft Outlook, Word, Excel, PowerPoint required.
- Bilingual English/Spanish preferred
- ADP experience preferred but not required

SKILLS AND ABILITIES:

- Ability to assess people and situations: troubleshoot, minimize, avoid, or solve problems.
- Accepts responsibility and accountability for organizational goals and team tasks. Shares knowledge and expertise willingly and involves appropriate staff in planning, decision-making, and problem solving.
- Ability to be flexible.
- Ability to effectively organize, prioritize, and meet multiple deadlines.
- Strong interpersonal skills and the ability to collaborate effectively with individuals, teams, and committees.
- Excellent verbal, written communication, organizational, and analytical skills.
- Demonstrates sound judgment.

WORK ENVIRONMENT:

- Currently full time remote, with occasional in person meetings as needed. Eventually will become a hybrid position with at least two days per week in person.
- Should be able to lift up to 10 lbs.

Full COVID-19 Vaccination required

To apply send a current resume and cover letter electronically to Angie Jameson, Director of Finance and Operations, at ajameson@identity-youth.org with the subject line: Human Resources Manager Application plus your last name.

Job Type: Full-time