



OSHER MARIN JEWISH COMMUNITY CENTER JOB DESCRIPTION **HUMAN RESOURCES DIRECTOR**

The Human Resources Director will be responsible for managing all human resources activities for the JCC, in order to create an environment that encourages high performance for employees at all levels of the organization. The Director will be expected to develop and administer policies and procedures which support the mission and goals of the JCC, as well as to represent best practices of human resources management. The Director will serve as a member of the senior management staff and report to the Chief Executive Officer.

Specific Responsibilities

Recruitment

- Develop policies and procedures that ensure the most qualified candidates are hired.
- Coordinate and participate in the interviewing process for all management staff and, as appropriate, for professional and direct service staff.
- Ensure pre-employment testing for all applicants is completed and assessment tools for selected applicants are used where appropriate.
- Ensure all employees are provided a thorough onboarding process, which covers items identified in a written checklist that includes an orientation to the mission, services, policies, procedures, tour, and job expectations.
- Ensure JCC is providing cost-effective and comprehensive benefit programs that support recruitment and retention of high performing staff.

Training

- Develop and oversee comprehensive training program for employees at all levels of the organization as approved by the CEO and COO. The program shall include, but not be limited to, skills training on customer service, team building, sales, supervision, and other areas as required.
- Develop and maintain relationships with JCC Association, CVNL and other outside consultants to ensure availability of quality resources for employees, including webinars and online resources.

Union Liaison

- Interpret and apply collective bargaining agreement.
- Consult with and advise supervisors regarding requirements of collective bargaining agreement.
- Interact as necessary with Union Representative and IEDA regarding union issues with workforce.
- Consult with labor attorney as needed.
- Assist COO and represent JCC with grievances, in arbitrations and at contract negotiations.

Performance Management

- Oversee and drive annual performance evaluation process. Ensure written evaluations follow established procedures, reflect employees' performance and are completed in a timely manner.
- Consult with supervisors and managers to address employee performance issues.

Compliance with State and Federal Laws

- Ensure compliance with State and Federal employment laws and regulations related to all aspects of the employment process, including but not limited to, FMLA, FLSA, Workers Compensation, Unemployment Compensation, COBRA, ADA and HIPAA.
- Develop and administer the necessary employee record systems to support compliance and complete all required reports.

Other

- Consistently model appropriate professional conduct, confidentiality and excellent customer service skills when interacting with all employees, members and visitors.
- Work with COO on employee safety and risk management programs.
- Participate in senior management, monthly staff meetings and other senior management meeting requirements.

Qualifications

- A minimum of six years human resources administration on a SPHR level.
- Excellent word processing and computer skills with proficiency in MS Word, Office and Excel.
- Superior people/communication skills, including the ability to maintain confidentiality.
- Possess excellent negotiation skills.

To be considered as an applicant

- Email PDF Resume and Cover Letter in confidence to: executivesearch@cvnl.org
 - Include in the Subject line: "Osher Marin JCC HR Director Search"
- *Applicants without a cover letter will not be considered; documents must be submitted online.

Submission of your application is not an offer of employment or an employment contract.

Equal Employment Opportunity

Osher Marin JCC provides equal employment opportunities (EEO) to all employees and qualified applicants for employment without regard to race, color, religion (all aspects of religious beliefs, observance or practice, including religious dress or grooming practices), creed, gender (including gender identity and gender expression), sex, pregnancy (including childbirth, medical conditions related to pregnancy, breast feeding and related medical conditions), national origin, ancestry, age, marital status, physical disability, mental disability, medical condition (including cancer or a history or record of cancer and genetic characteristics), genetic information, sexual orientation, , military or veteran status or any other characteristic protected by federal, state or local law. It also prohibits unlawful discrimination based on a perception that anyone has any of those characteristics, or is associated with a person who has or is perceived as having any of those characteristics. Discrimination can also include failing to reasonably accommodate religious practices or qualified individuals with disabilities where the accommodation does not pose an undue hardship. All such discrimination is unlawful.

Osher Marin JCC provides equal pay for substantially equal work regardless of gender, race or ethnicity, in conformance with the law. Prior salary shall not, by itself, justify any disparity in compensation between employees of another gender, race or ethnicity who perform substantially similar work by relying without more, on differences in the employees' compensation history, such as the fact that one of them was paid more in a prior job.

This policy applies to all terms and conditions of employment, including, but not limited to, recruitment, hiring, placement, promotion, training, termination, layoff, recall, transfer, leaves of absence and compensation.