



POSITION SUMMARY

Becoming Independent's (BI) overarching goal is to support people with intellectual and developmental disabilities to live as independently as possible, encouraging them to pursue what is personally important to them. Services are delivered through various programs, all with the baseline goal of engaging people in meaningful activities while building social connections within their families, peer groups, employers, and the community.

The Human Resources Manager will play a critical role in talent acquisition and retention, performance management, employee relations, and organizational development. This position will provide tactical support and strategic partnering in planning, developing, and executing policies, procedures, and programs to ensure optimal employee experience.

BI has an authentic, established culture with an employee relations philosophy recognizing that our employees are our most valuable assets. BI promotes a healthy and positive work environment, empowering each individual to pursue professional and personal growth. The HR Manager will be a prominent leader within BI and instrumental in stewarding the organization's culture. Expertise and demonstrated customer service and employee relations abilities will be an essential part of this position. This person will serve as the main connection for multiple stakeholders and customers.

CRITICAL JOB DUTIES

Recruitment & Retention

- Responsible for maintaining the consistency of hiring practices throughout BI sites.
- Oversees or completes job postings internally/externally; facilitates advertising for open positions.
- Reviews recruitment practices and procedures in accordance with all employment laws and trends.
- Oversees tracking of applications, coordinates or oversees phone/on-site interview processes, new hire orientations, pre-employment screenings and on-boarding process for new hires.
- Actively pursues new and innovative staff retention opportunities, focusing on overall employee experience and development, as well as succession planning opportunities.

Employee Relations

- Strong knowledge of HR practices and principles, and all applicable labor, pay, benefits, health and safety laws and regulations. Maintains compliance with federal and state regulations concerning employment.
- Keeps management advised of potential concerns, changes in requirements, and legislation and recommends or implements solutions as appropriate.
- Provides guidance and support to all management staff for employee relations, performance management, and organizational culture, as well as disciplinary, complaint, and resolution processes.
- Administration of leaves of absence in compliance with federal and state regulations.
- Reviews Employee Handbook and BI policy annually and revises as needed in accordance with new laws or guidelines and ensures conformance at all levels.

Management

- Responsible for managing Human Resources Specialist.
- Ensures that the HR department runs efficiently and with excellent customer service.
- General assistance and timely response to all staff inquiring about BI policies and procedures.
- Promotes the development and focus on BI culture, purpose, and vision.

Administrative

- Coordinates tracking for training's, performance reviews, turnover rates, and other HR tracking.
- Assists in analyzing benefits programs, recommends plan design modifications and coordinates annual benefits open enrollment meetings.
- Responsibility for HR communications and relevant wellness projects for the Agency.
- Vendor liaison for workers' compensation and health benefits.
- Oversees, receives and tracks all Workers' Compensation claims, and schedules quarterly reviews with Workers' Compensation carrier.
- Ensures setup, manages and maintains all confidential HR files.
- Provides assistance and support for the agency's health and safety programs.

LEADERSHIP COMPETENCIES

LEADS BY EXAMPLE

- Puts individual interests aside for the greater good of the organization
- Maintains staff enthusiasm and commitment through listening, understanding, and communicating effectively and in a timely manner
- Demonstrates the ability to self-reflect, admit mistakes, and course correct for the benefit of the team and organization

- Initiates and encourages opportunities for staff feedback, coaching, recognition, and encouragement while serving as a positive role model
- Seeks out and accepts feedback and is open to conflicting points of view. Can aim for excellence in all job tasks while showing grace under pressure
- Values others challenging the status quo and considers different points of view while seeking to reach a positive resolution

STRATEGIC

- Informed of industry and environmental trends and shifts
- Awareness of competition
- Demonstrates measured response to changes
- Broad organizational knowledge
- Displays initiative in shaping and supporting the organization's mission and vision.

INTEGRITY

- Communicates respectfully and demonstrates empathy through appreciating the perspective of others
- Demonstrates the courage to question potentially unethical actions or behaviors in self and others. Is open and honest in all interactions

QUALIFICATIONS AND REQUIREMENTS

CREDENTIALS/LICENSES: PHR/CA-PHR Preferred.

EDUCATION: High school or business school graduate. College level course work in Human Resource Management is desirable

EXPERIENCE: 4 years HR Management experience required

COMPUTER SKILLS: Strong computer skills including G-Suite are a plus. ADP experience preferred. Data entry skills and report analysis required. OTHER

REQUIREMENTS: Thorough knowledge of HR laws and practices. Excellent analytical, judgment, time management, decision-making, organizational and interpersonal skills. Excellent verbal and written communication skills. Ability to support Becoming Independent's purpose and vision. Proven ability to anticipate business needs and provide creative solutions.

PHYSICAL REQUIREMENTS:

- A physical condition that permits frequent bending, turning, and lifting without injury
- Prolonged periods sitting at a desk and working on a computer
- Lift at least 40 pounds
- Clearance of pre-employment Functional Capacity Evaluation with no restrictions that cannot be reasonably accommodated without undue hardship

MAY REQUIRE ONE OR ALL:

- Valid California driver's license
- Insured, dependable vehicle
- Proof of COVID-19 vaccination or valid medical or religious exemption
- First Aid and CPR certification
- Criminal Record Clearance

OTHER REQUIREMENTS:

- Excellent analytical, judgment, time management, decision making, organizational and interpersonal skills.
- Excellent verbal and writing communication skills.
- Ability to maintain confidential and meticulous records.
- Detailed and thorough.
- Ability to support Becoming Independent's mission and vision.