



## Human Resources Manager

### Position Purpose

Under general supervision, performs a range of varied, complex and confidential administrative and fiscal support for Human Resources and Finance; performs related work as assigned. The Human Resources Manager reports to the Human Resources Director.

### Essential Duties

- Provides back up for the Human Resources Director and supervises staff as assigned.
- Leads recruitment activities including developing and distributing job announcements and advertisements; tracking employment trends, wages, job titles and descriptions and schedules and prepares for interviews, conducts reference checks and employment verifications, as well as entrance and termination interviews for entering and exiting employees.
- Coordinates benefit administration and enrollments, including monthly audits, changes, updates and notifications.
- Provides varied, complex and confidential administrative support to management staff, including the preparation of written materials, scheduling meetings and organizing events.
- Utilizing a variety of software, accurately prepares complex documents including grant proposals, meeting minutes, correspondence, reports, charts and other materials from brief instructions.
- Initiates and responds to inquiries regarding purchasing, personnel, insurance, facilities, administration, programming and events and explains policies while independently resolving problems whenever feasible.
- Receives and screens phone, fax, and mail or email communications; responds appropriately by providing information or forwarding the communication to the appropriate person.
- Accurately enters and maintains information into various human resources and other administrative databases, generates reports (such as the monthly CDL and POI) and interacts with software and IT consultants to troubleshoot.
- Verifies human resources documents and forms to ensure completeness, accuracy and compliance with human resources policies and procedures; follows up with Division Directors to ensure resolution.
- Provides answers to routine questions, resolves policy or procedure-related problems and refers more complex questions and requests to management staff as appropriate.
- Provides back up to the Administrative Specialist with the following:
  1. Maintaining specified administrative files including electronic files, overseeing receipt, submission, tracking and filing of critical agency correspondence.
  2. Coordinating and responsible for providing or obtaining technical support for cell phones, laptops and other electronic equipment as directed.
  3. Overseeing a variety of ongoing tasks such as coordinating maintenance of agency cars, including registration, warranty and recalls, contacting landlord regarding site repairs, building maintenance and safety concerns.
  4. Scheduling meetings and overseeing meeting set up and take downs, room arrangements, setting up audiovisual equipment, coordinating food service and obtaining insurance certificates.

Kerry Venegas, Executive Director

- Supports all Finance Department positions; expected to perform recurring tasks in Accounts Payable, Accounts Receivable, and Payroll such as entering weekly deposits, monthly credit card and EFT deposits and coding time sheets for the Respite employees.
- Provides direct support to other divisions as needed with little notices and minimum amount of training, including quality assurance tasks such as file reviews/audits.
- Assists in maintaining, updating and distributing agency wide policies, including tracking of distribution.
- May assist in the research and preparation of grant funding applications, ensures compliance with issued instructions for application preparation.
- May prepare presentation materials for use by others, editing content and adding appropriate graphic and design elements. This may also include creating basic web content.
- May assist in processing contracts and duties related to the Board of Directors by attending Board of Directors meetings, preparing draft minutes, maintain Board committee reports and correspondence, distributing materials as necessary.
- Drives in the course of work
- Communicates effectively orally and in writing, using correct English grammar, spelling and punctuation.
- Manages multiple projects accurately and is able to perform high quality work in spite of multiple interruptions.
- Exercises sound judgement.
- Maintains confidentiality of personnel, medical, vendor, financial, or any other similar information encountered in the course of work.
- Complies with Changing Tides Family Services Personnel Policies and other formal Changing Tides Family Services guidelines and polices.

## **Qualifications**

### **Education and Experience:**

Minimum 4 years' experience providing complex confidential office support. Documented experience performing human resources duties, including processing paperwork and documented experience performing payroll-related duties, and involving interactions with the public or employees; database management experience; and experience in explaining the application/interpretation of policy to employees or the general public. BA degree desirable, 1 year supervisory experience preferred.

### **Other Requirements**

- Flexibility to work occasionally during the evenings, weekends or early mornings.
- Ability to lift bulky items up to 30lbs
- Ability to use a computer for extended periods.
- Must be able to pass a criminal history fingerprint clearance at the DOJ and FBI level.
- Possession of a valid California driver's license, current automobile insurance, a vehicle for work and a driving record consistent with agency insurance carrier requirements.

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