

JOB ANNOUNCEMENT

Position: Human Resources Manager

Reports to: Executive Director

Bargaining Unit: No

FLSA: Exempt

Status: Full Time



Position Summary

Centro Legal seeks an experienced, knowledgeable, and compassionate Human Resources Manager who thrives in a dynamic, fast-paced, non-profit legal advocacy organization, while skillfully handling a range of responsibilities in a rapidly changing environment. The Human Resources Manager is part of the senior leadership team and reports to the Executive Director.

The Human Resources Manager is responsible for overall management and direction of the organization's human resource policies, systems and activities including employee recruitment, training and development, employee relations, and retention, as well as HR benefits and maintenance of all HR/personnel records.

The Human Resources Manager plays a hands-on role to ensure all personnel systems, policies, processes and practices are administered correctly, and that the organization remains in compliance with legislative mandates, in accordance with employment law and workers' legal protections. The Human Resources Manager will have primary responsibility for ensuring compliance with our Collective Bargaining Agreement (CBA) and will play a leading role in CBA negotiations and collaboration with senior staff and union members.

Responsibilities

- Manage the organization's recruitment and hiring program, including working with the Director of Programs and Advocacy, Program/Practice Directors and the Diversity Committee to develop and implement a hiring plan that fully utilizes and improves our recruitment and selection process. Works with our Diversity Committee to build a diverse applicant pool by participating in public interest job fairs and recruiting events.
- Leads and improve the organization's onboarding and offboarding processes to ensure each staff member is welcomed and set up for success, and able to integrate seamlessly into the organization.
- Liaise with outside employment counsel, necessary insurance brokers and agents, Paychex and ADP HR services consultants, and the Board of Directors Human Resources committee.
- Lead organization's employee relations efforts, including responding to individual personnel questions, issues, and requests from employees with an open door. Utilize HR expertise to create an environment of confidence, trust and accountability. Handles all employee relations counseling and conducts investigations and research with objectivity and expedience. Provide coaching to supervisors and managers to ensure effective practices, employee relations, and legal compliance.
- Facilitate labor contract negotiations and administration. Ensure compliance with the CBA. Provide union relations guidance to organizational leadership. Serve as the primary employee and labor relations manager to mediate and resolve employee disputes, grievances and foster collaboration.

- Manage the employee performance evaluation/review process, including overseeing the development, drafting and dissemination of evaluation forms and ensure adherence to timelines.
- In partnership with Paychex, ADP and other HR services consultants, ensure effective personnel systems are in place including employee status and benefits changes, accurate leave balances, and benefits enrollments/deductions.
- Ensure that the nuts and bolts HR tasks are handled. These include HR data entry, maintaining personnel files, completing employment verification requests, maintaining and monitoring all workers' compensation files, assisting employees with timecard entry, and managing payroll etc.
- Administer benefits programs, including medical, dental and vision, 401(k), and Flexible Spending Account plans. Process benefits for new staff members and answer staff questions about benefits. Serve as the primary contact with various providers, including workers' compensation, unemployment, and retirement plans.
- Develop and lead the process for transitioning staff to new roles or off-boarding from the organization to ensure an effective transition of responsibilities and documentation of lessons learned.
- Provide compliance support, including staying updated on compliance changes (e.g. federal, state and local employment laws, ordinances, policies, procedures); developing and implementing internal policies, practices, and procedures consistently and, updating, improving and maintaining documentation to ensure compliance with all applicable laws and obligations.
- Responsible for building a trusted and effective HR department, while supporting and supervising HR staff, including mentorship, performance evaluations, training and ongoing staff development.
- Special projects, research, and other duties as assigned by the Executive Director.

Qualifications

The applicant must profoundly share Centro Legal's mission and vision of racial, economic and social justice. Qualifications include:

- A minimum of five (5) years of HR management experience, preferably in a nonprofit setting
- Bachelor's degree in HR, social science, business or a related field
- PHR/SPHR or similar certification preferred
- Experience in the legal services sector and a union environment a plus
- Hands on, results oriented, strong communication skills and a problem solver with excellent organization and time management skills
- Ability to use critical thinking, research, open mindedness and reasoning to develop creative solutions
- Ability to motivate others to perform their jobs aimed at clarity and job satisfaction
- Effective at building relationships with staff, external partners, vendors and diverse community stakeholders, as appropriate
- Ability to work well under pressed with competing priorities and in a fast-paced environment

- Inquisitive, self-directed and a forward-thinking leader
- Strong organizational, language
- Positive and uplifting attitude with the ability to work both independently and as a part of a collaborative team
- Cultural humility and relativity, experience working with diverse populations and with impacted communities, with demonstrated conflict resolution skills
- Bilingual in Spanish a plus

Compensation

Salary is competitive and commensurate with experience. We provide a generous benefits package, including life insurance, LTD, leave policies, vacation, and December holiday office closure at full pay.

To Apply

Review of applications will begin immediately and continue until the position is filled. Applicants are encouraged to apply as soon as possible. Submit via email only: 1) cover letter, 2) resume, and 3) a list of three professional references. Include “**Human Resources Manager**” in the subject line. Please email application materials directly to jobs@centrolegal.org.

POSITION OPEN UNTIL FILLED

About Centro Legal de la Raza

Founded in 1969 and headquartered in Oakland, California, Centro Legal de la Raza (Centro Legal) is a comprehensive legal services and advocacy organization protecting and advancing the rights of immigrant, low-income, and Latino communities through bilingual representation, education, and advocacy. We combine quality legal services with know-your-rights education, affirmative litigation, and youth development, ensuring access to justice for thousands of individuals and families each year throughout Northern and Central California.

For more information, visit our website: <https://centrolegal.org/>

Diversity Statement

Centro Legal’s mission includes advancing social, economic and racial justice. We are committed to fostering, cultivating and preserving a culture of equity, diversity and inclusion within and ensuring a workplace where all staff can flourish and grow professionally and well beyond. Our staff are the most important part of our ability to achieve our mission. The collective sum of the individual differences, life experiences, knowledge, inventiveness, innovation, self-expression, unique capabilities and talent that our employees invest in their work represents a significant part of not only our culture, but our reputation, sustainability and our organization’s success. Centro Legal is an equal employment opportunity employer and does not discriminate on the basis of race, color, religious creed, sex, pregnancy), gender, national origin, ancestry, citizenship, age, medical condition including genetic characteristics, mental or physical disability, military or veteran status, marital status, family responsibilities, caregiver status, sexual orientation, gender identity (including transgender status), gender expression, weight, height, linguistic characteristics (such as accent and limited English

proficiency where not substantially job-related), citizenship status, status as a victim of domestic violence, sexual assault, or stalking, HIV/AIDs status, or any other basis prohibited by law. Centro also prohibits discrimination based on a perception that an individual has any of the characteristics of the protected classes listed above, and further prohibits discrimination against an individual who is associated with a person who has, or is perceived to have, any of those characteristics.