

CENTRAL CALIFORNIA LEGAL SERVICES, INC.

JOB ANNOUNCEMENT

HUMAN RESOURCES MANAGER

Position: Human Resources Manager
Application Deadline: Until filled
Location: Fresno Office
Term of Employment: No Specified Ending Date
Other: Full-time Management position, FLSA Exempt

To Apply: Please send or e-mail cover letter, resume, and three references along with a writing sample (no more than 10 pages) to:

Manuel Romero, Director Administration, mrromero@centralcallegal.org

DESCRIPTION

Central California Legal Services (CCLS) is accepting applications for a full-time Human Resources Manager (HRM). Reporting to the Director of Administration, the Human Resources Manager (HRM) is responsible for overall management and direction of the human resource and personnel administrative areas of the organization in an effective manner, ensuring compliance with the requirements of CCLS's funding sources, pertinent federal and state statutes and regulations, and the policies and procedures of CCLS and its Board of Directors. The HRM's areas of responsibility will include orientation, training, labor relations, benefits, recruitment, HR management software (OnePoint) and employee records. Under supervision of the Director of Administration, the HRM also has primary responsibility for ensuring compliance with the organization's collective bargaining agreement (CBA), and undertakes special activities in this area as assigned.

ABOUT CCLS

For over 50 years, CCLS has been representing and advocating for low income individuals in Merced, Tuolumne, Mariposa, Fresno, Tulare, and Kings Counties—a region where intense poverty exists side by side with unparalleled wealth and abundance. Our mission is to provide high quality no-cost civil legal services to low income individuals, families, and communities—improving the wellbeing of our Valley through systems-changing advocacy as well as through legal work that meets individual clients' immediate needs. We also work closely with agencies and community organizations that share our commitment to support our clients in being their own agents of change.

Moving into this new era of tightening resources and increasing income inequality, we at CCLS are intensifying our broader-scale advocacy in courtrooms and policy arenas where indigent clients need champions. Together with our clients and partners, you'll have an opportunity to help CCLS challenge the systems that breed poverty in the Central Valley, reshaping our Valley's narratives to support health and prosperity for all who live and work in this most fertile and beautiful region.

RESPONSIBILITIES:

General

- Oversee direction of human resources functions at CCLS, ensuring that all personnel policies and practices are compliant with all legislative and regulatory mandates.
- Maintain current knowledge of all statutory and regulatory aspects of personnel administration, as

well as evolving best practices.

- Keep supervisors informed of changes in legal requirements, and new best practices.
- Ensure that personnel handbook is current and complete.
- Attend CCLS Board meetings as requested, and provide reports and recommendations to the Executive Director and the Director of Administration as needed.
- Receive employee complaints and concerns, and address personnel issues with supervisors and CCLS senior management.
- Upon separation of an employee, conduct exit interview, complete termination checklist, ensure reconciliation of all outstanding amounts due to and from employee, collect keys and key cards, etc.
- Assist supervisors and senior management with staff discipline in accordance with the CBA.
- Coordinate with Legal Director, Development Department and Finance Department to develop and implement staffing requirements of CCLS grants and grant proposals.

Orientation and Training

- Develop and implement organization-wide new-staff orientation program, with explanatory materials, including personnel handbook.
- Manage programs and process for providing benefits orientation for all new staff.
- Assist office managers in providing on-site orientation for all new hires.
- Participate in the orientation and training of the Board of Directors as needed.
- Ensure that the staff receives training as required by statute and regulation (e.g., sexual harassment, diversity/inclusion, drug-free workplace).
- Manage all aspects of the annual staff retreat, in coordination with senior management.
- Oversee annual evaluation process for staff, and ensure that evaluations are performed in a timely manner.

Benefits

- Work with the Director of Administration and the Finance Department to ensure that CCLS's fringe benefits program is managed in a financially sound manner, and that the benefits package is cost effective.
- Arrange for and monitor broker representation for employee benefits, and monitor compliance with collective bargaining agreement requirements.
- Coordinate workers' compensation and unemployment insurance renewals.
- COBRA manager.
- Staff resource for benefits questions and problems.

Labor Relations

- Implement organization's collective bargaining agreement.
- Conduct labor relations training and orientation to the CBA for CCLS managers as needed.

Recruitment

- Develop, implement and ensure compliance with policies and procedures regarding staff recruitment at CCLS.
- Design and implement ongoing recruitment plan for all vacancies and coordinate attendance at public interest law events with program managers and other advocates to ensure future recruitment success.
- Lead/coordinate the preparation of job postings and advertisements, interviews, reference checks, job offers, acknowledgments, and pertinent record keeping.
- Ensure accurate job descriptions and perform/coordinate reference checks.
- Manage the internship hiring process in cooperation with the Legal Director and the VLSP

supervising attorney.

Employee Records

- Supervise the management of both the hard-copy personnel files and the computerized personnel records system, including benefits, worker's compensation claims, personnel action forms, performance reviews, employment verifications, hires, payroll changes, terminations and any other employee files.

QUALIFICATIONS

- College degree in human resources or related field.
- Humanistic approach to management.
- Excellent interpersonal skills, including active listening and collaborative problem-solving.
- Demonstrated ability to cultivate a positive team environment.
- Demonstrated record of increasing responsibility in human resources and administrative areas, preferably in a unionized, non-profit environment.
- Experience as a member of a senior management team.
- Knowledge of human resources computer systems.
- Excellent time management and organizational skills, and attention to detail.
- Excellent written and oral communication skills.

SALARY/BENEFITS: Salary DOE; medical, dental, vision, life, disability insurance coverage; employer contribution to 403(b) plan based on length of service; 14.5 paid holidays; generous vacation and sick leave policy; some professional organizations dues paid by CCLS. May qualify for the School Loan Reimbursement Assistance Program and/or a Bilingual Supplement.

CCLS is an equal opportunity employer: we value equity, inclusion, and diversity, across all races, cultures, classes, ages, religions, gender identities and presentations, sexual orientations, body sizes, family structures, abilities, and all categories protected by law. We encourage all interested individuals to apply. This position is a non-exempt position and is not covered under the Collective Bargaining Agreement.

POST DATE: 05/23/2019