



HUMAN RESOURCES MANAGER (HRM)

Monthly Salary Range

\$3,583, \$3,834, \$4,102, \$4,389, \$4,696

Salary appointment is based on the applicant's experience, qualifications and wage history within the range listed above.

Generous fringe benefits; including company contribution to the Public Employees Retirement System (PERS), paid medical, dental, and vision insurance. Paid vacation, sick leave, and paid holidays.

Under general supervision of the Executive Director, the Human Resources Manager will be responsible for the day-to-day operation of the human resources functions. In association with the Executive Director, this position also plans, directs, and coordinates human resource management activities of the organization to maximize the strategic use of human resources and maintain functions such as employee compensation, recruitment, personnel policies, and regulatory compliance.

DUTIES AND RESPONSIBILITIES

- Administer personnel, classification, compensation, benefits and performance management systems, and safety and recreation programs. Interpret and apply the provisions of these systems and programs to day-to-day operations and issues.
- Identify staff vacancies and recruit, interview and select applicants.
- Allocate human resources, ensuring appropriate matches between personnel.
- Provide current and prospective employees with information about policies, job duties, working conditions, wages, and opportunities for promotion and employee benefits.
- Perform difficult staffing duties, including dealing with understaffing, refereeing disputes, terminating employees, and administering disciplinary procedures.

- Advise managers on organizational policy matters such as equal employment opportunity, sexual harassment, disability, wage and hour and leave requirements, and recommend needed changes.
- Supervise and/or conduct workplace investigations, including timely investigation of employee complaints.
- Analyze and recommend changes to compensation and benefits policies to establish competitive programs and ensure compliance with legal requirements.
- Plan and conduct new employee orientation to foster positive attitude toward organizational objectives and comply with legal requirements.
- Serve as a link between management and employees by handling questions, interpreting and administering contracts and helping resolve work-related problems.
- Plan, direct, supervise, and coordinate work activities of subordinates and staff relating to employment, compensation, labor relations, and employee relations.
- Analyze training needs to design employee development, language training and health and safety programs. Conduct training, as appropriate.
- Maintain records and compile statistical reports concerning personnel-related data such as hires, transfers, performance appraisals, and absenteeism rates.
- Analyze statistical data and reports to identify and determine causes of personnel problems and develop recommendations for improvement of organization's personnel policies and practices.
- Plan, organize, direct, control or coordinate the personnel, training, safety and labor relations activities of the organization.
- Conduct exit interviews to identify reasons for employee termination.
- Investigate and report on industrial accidents for insurance carriers.
- Represent organization at personnel-related hearings and investigations.
- May be involved in the administration of employer-employee relations as needed.
- Prepare personnel forecast to project employment needs.
- Prepare and follow budgets for personnel operations.

- Develop, administer and evaluate applicant tests.
- Oversee the evaluation, classification and rating of occupations and job positions.
- Study legislation, arbitration decisions, and collective bargaining contracts to assess industry trends.
- Develop and/or administer special projects in areas such as pay equity, savings bond programs, day-care, and employee awards.
- Provide terminated employees with outplacement or relocation assistance as needed.
- Contract with vendors to provide employee services, such as food service, transportation, or relocation service as needed

REQUIRED KNOWLEDGE AND ABILITIES

- Thorough knowledge of Employment and Training Programs. Knowledge of One Stop Vision policies and procedures is a plus.
- Ability to work as a team member within the department/division
- Ability to use a calculator in order to perform basic math functions. Ability to operate IBM compatible computers; knowledge of Microsoft Word, Excel, or similar software; ability to conduct research and access information via the Internet.
- Ability to work independently with minimum supervision as well as part of a team
- Ability to travel to various training sites throughout Los Angeles County.
- Ability to meet assigned program goals, establish appropriate priorities and manage deadlines.
- Ability to work in a timely and efficient manner and to maintain regular, predictable and prompt attendance.
- Excellent written and oral communication skills required.
- Must possess reliable transportation and a valid California Drivers License and be able to provide proof of current automobile insurance.

- Ability to form and maintain positive working relationships at all levels within the organization and with external contacts, including those who may be adverse to the organization.

EDUCATION AND EXPERIENCE

Bachelor's Degree in related field. Experience may be substituted year for year in lieu of educational credentials. Minimum three (3) years experience in a HR management; WIA/ARRA experience a plus. The ability to speak Spanish may be required and/or is highly desirable.

APPLICATION PROCEDURE

Applications may be obtained at and should be submitted to:

HUB CITIES CONSORTIUM
2677 Zoe Avenue
Huntington Park, CA 90255
Attention: Alberto Uribe, Executive Director

All applications will be accepted until **Positions are filled**. All applications will be reviewed. Only those candidates whose applications demonstrate the best combination of qualifications and experience will be invited to the interview process.

Hub Cities Career Center is a public entity and an Equal Opportunity Employer and operates under a drug free workplace policy approved by the HCCC Board of Directors.