

Human Resources Manager

Job Description

Title: Human Resources Manager

Reports to: Chief Human Resources Officer

FLSA Status: Exempt

Wages: \$62,500/annual salary

Job Type: Full -Time

Location: Pacific Beach Office - Hybrid

CCS is an equal opportunity employer that strives to create an inclusive environment and a diverse workforce from all backgrounds, abilities, and cultures.

Note: Any offer of employment made by CCS is contingent upon providing CCS with valid, accurate, and truthful proof of COVID-19 vaccination. An applicant's conditional offer of employment will be rescinded if the applicant fails to provide proof of vaccination or does not have an approved exemption by the anticipated employment start date. An applicant may qualify for an exemption from the COVID-19 vaccination requirement if they are unable to receive any COVID-19 vaccine due to qualifying medical reasons or based on sincerely held religious beliefs, practices, or observances.

Summary: Under general direction from CHRO, responsible for the oversight of human resources policies and programs, balancing employee advocacy and business operating needs. The HRM will develop strong relationships with employees and supervisors, empowering the supervisor and employee relationship to enhance the overall employee experience. Responsible for promoting equity, fair treatment, and positive employee relations and ensure compliance with state and federal employment laws. Oversee and lead the administration of HR support, directly or indirectly in the areas of payroll, benefits administration, full-cycle recruitment, talent retention, and general HR functions. This position will collaborate closely with all departments across the Agency and ensure positive and consistent employee experience. This position will be exposed to executive level decision-making and will have the responsibility to lead HR initiatives that support strategic projects.

Essential Functions:

- Operates as an organizational leader and internal consultant to Senior Leadership on employee-related policies and practices.
- Advises leadership in appropriate resolution on employer-employee relationship challenges.
- Analyzes trends as they relate to employee issues and recommends solutions or appropriate application.
- Lead and oversee the semi-monthly payroll processing in HRIS system.
- Review and reconcile all payroll timesheets for accuracy and legal compliance prior to payroll submittal.
- Oversees and reconciles all payroll garnishments, tax levies, and related deductions in HRIS system.
- Compile all required payroll reporting documents each pay period for reconciliation to include, yearly filings, and paid time off.
- Works closely with HRG to assist with benefit administration in HRIS system including data entry, monthly invoicing, reconciliation, Qualifying Life Events (QLE), and open enrollment.

- Oversee and manage full-cycle recruitment to include job postings, posting budgets, applicant tracking, schedule interviews, hiring, and onboarding.
- Oversee and coordinate all payroll and HR-related audits.
- Act as primary consultant on various HR initiatives.
- Acts as advisor to employees and supervisors regarding employee relations issues. Conducts root cause analyses of any issues and provides recommendations for resolutions.
- Conducts employee-related investigations and recommends solutions based on policy and compliance requirements.
- Provide direction to supervisors on HR plans, programs, policies, and training.
- Knowledge of and oversee all Federal, State, and local laws relating to employment law, labor law, and business operations.
- Conducts exit interviews when separating employment.
- Responsible for annual employee engagement events.
- Conducts new hire orientation and training.
- Responsible for maintaining accurate and compliant personnel files, forms, electronic forms, and acknowledgements.
- Responsible for maintaining, updating HR documentation such as employee handbook, policies and procedures, HR forms and templates.
- Contributes recommendations for new approaches, policies, and procedures to improve efficiency of the department and services performed.
- Responsible for I-9 compliance, employment verifications, and background checks.
- Responds to unemployment filings and appeals.
- Responsible for ensuring diversity, equity, and inclusion initiatives are woven into all decision-making relating to policies, procedures, and best practices.
- Other duties as regularly assigned.

Job Requirements:

Education:

- Bachelor's Degree in Human Resources, Business Administration, Management or related field or equivalent combination of education and experience.
- Professional Human Resources Designation (SHRM-CP, SHRM-SCP, SPHR)

Experience and Skills:

- Minimum 7 years of progressive human resources management experience
- Minimum 5 years of payroll processing experience
- Minimum 3 years of benefit administration experience
- Minimum 3 years of experience working with HRIS systems
- Bilingual English/Spanish (proficient written and oral)

Preferred Education and Experience:

- Master's Degree in Human Resources, Business Administration, Management
- Non-profit experience

Core Competencies:

- Excellent written and oral communication skills
- Ability to effectively communicate with people at all levels and from various backgrounds
- Computer proficiency with Microsoft Office Applications (Word, Excel, Outlook, Power point, Access)
- Organized and detail oriented with the ability to effectively multi-task, prioritize, and meet deadlines
- Ability to maintain a proactive approach and execute all duties in their entirety
- Proactively adapt to always changing requirements and duties
- Maintain confidentiality and professionalism at all times



Working Environment:

This job operates in a professional office environment. Working conditions may include possible exposure to communicable diseases related to those typically found in social service setting. This position is classified as critical and essential under Public Health Authority. Full COVID-19 vaccination required to successfully fulfill the duties of the job.

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to stand; walk; use hands to finger, handle or feel; and reach with hands and arms. Must be able to carry up to 25lbs.

Travel:

Some travel may be required (approximately 25% within San Diego County). Must have reliable transportation available for work-related purposes, a valid California driver's license, and proof of automobile insurance

Work Hours

Hybrid Model: Three (3) days on-site; Two (2) days remote. Subject to change without notice.

The employee must be available during Agency working hours of 8:30 a.m. to 5:30 p.m. and must work 30 hours each week to maintain full-time status. Occasional evening and weekend work may be required as job duties demand.

TO APPLY: Please submit your resume and cover letter to HR@ccsd.org