



<https://georgemark.org/job/hr-manager/>

## HR Manager

***The Mission of George Mark Children's House is to provide an important addition to the continuum of care for children with life-limiting illnesses; enhancing quality of life for the entire family by offering medical, emotional, spiritual and respite support in a home-like setting that is full of life and activity regardless of ability to pay, race, religion, sexual orientation, national origin, or socioeconomic status.***

### Description

Managing functions of the Human Resources Department such as employment, compensation, benefits and employee relations, the Human Resources Manager (HR Manager) reports to the Chief Executive Officer (CEO) providing practical, consistent, and proactive support, direction, and advice to managers and the GMCH staff on HR procedures, policy, best practice, and benefits.

The HR Manager performs work relating to hiring, recruitment, orientation, training, compensation, benefits, promotion, termination, career development, and retirement, also develops updates and maintains personnel policies, policy manual and employee handbook. Additionally, the HR Manager is responsible for disability, leaves of absence, performance management, maintenance and upkeep of employment records, personnel files, staff training, and tracking employment data. This is a full-time, 100%, exempt, benefited position.

### Responsibilities

#### Employee Relations/ Personnel Documentation (35%)

- Bridge leadership and employee relations by addressing demands, grievances, or other issues.
- Counsel employees concerning work-related issues.
- In collaboration with the CEO and/or Supervisor, handles discipline and termination of employees in accordance with the Organization's policy.
- Proficient in employee relations counseling.
- Investigate employee issues and conflicts and brings them to resolution.
- Maintain human resources information system (HRIS) containing personal confidential information with regards to salary administration, PTO eligibility, benefit package and required recordkeeping.
- Create, update, and maintain relevant Human Resources forms.
- Responsible for responding timely to Employment Verifications and EDD UI Claims.
- Tracking of personnel requirements – annual TB tests, clinical license and BLS, mandated Sexual Harassment and Abusive Conduct online training, 90-Day Evaluations, Annual Performance Reviews and Health Stream.

#### Talent Acquisition/ Training and Development (30%)

- Partner with the Leadership Team to understand and execute the Organization's human resource and talent strategy particularly as it relates to current and future talent needs, recruiting, retention, and succession

### Hiring organization

George Mark Children's House

### Employment Type

Full-time

### Job Location

2121 George Mark Lane, San Leandro, CA

### Base Salary

\$ 85K - \$ 95K/year

### Date posted

March 9, 2023

planning.

- Responsible for the development of current and future job descriptions, job classifications, and pay transparency analysis with input from Supervisors where needed.
- Manage the talent acquisition process, which may include recruitment, interviewing, and hiring of qualified job applicants; collaborate with Supervisors to understand skills and competencies required for openings.
- In collaboration with the Finance Team, maintain the HRIS personnel/payroll database.
- Conduct new hire onboarding and employee offboarding.
- Develop role expansion opportunities for current staff, as needed.
- In collaboration with the CEO and department Supervisors, assist in providing opportunities for staff by launching retention strategy including employee development initiatives which entail additional on-the-job training, professional development programs, or educational opportunities that allow employees to grow and develop in their current roles or prepare them for career advancement within the organization.
- Collaborate with DEI Consultant to provide DEI staff training, as needed.

### **Compensation and Benefits (25%)**

- Analyze trends in compensation and benefits; researches and proposes competitive base and incentive pay programs to ensure the organization attracts and retains top talent.
- Recommend appropriate salary levels and collaborate with the Director of Finance and Chief Executive Officer (CEO) to develop compensation structure.
- Support Finance team with setup and rollout of the employee benefits programs, including group health, disability insurance, Flexible Spending Account (FSA), and 403(b) retirement plans.
- Collaborate with the Director of Finance to manage premiums and monitor cost-effectiveness of vendors.
- Manage the organization's Workers' Compensation Program, leave of absence programs, and disability programs.

### **HR Compliance and Audit/Projects (10%)**

- Develop clear HR policies that ensure fairness and equity in the workplace.
- Maintain compliance with federal, state, and local employment laws and regulations, and recommended best practices.
- Within Q1 of each fiscal year or in line with any laws changes, update and maintain GMCH's multi-state Staff Handbook (California and New York) that reflects current law and regulations.
- Create a re-entry guideline for supervisors and staff who are returning from leave of absence to review all updated policies and procedures with staff.
- Create organizational communication (i.e., staff-wide memos) to inform staff of policy changes or updates.
- Support the Finance team as needed, provide HR data for annual audits such as financial audit, OSPHD clinical audit, and Workers Comp audit.
- In partnership with Finance team, participate in the Non-Profits Compensation Survey, as needed.

### **Qualifications**

- Bachelor's degree in human resources management or equivalent.
- Minimum of 5 years of experience in human resources or related field.
- Knowledge of HR systems and databases (preferably Paycom).
- This position requires conduct of the highest professional and ethical standards with patients, families, staff and volunteers at all times.
- Ability to build and maintain positive relationships with colleagues.
- Experience in educating and coaching staff.
- Experience in conflict resolution, disciplinary processes, and workplace investigations.
- Competency in Microsoft applications including Word, Excel, and Outlook.
- Perform other related tasks and responsibilities as required.

**OTHER:**

This job description lists the major duties and requirements of the job and is not all-inclusive. Not all duties are necessarily performed by each incumbent. Incumbents may be expected to perform job-related duties other than those contained in this document and may be required to have specific job-related knowledge and skills.

**Job Benefits**

- Rate of pay: \$85K – \$95K / year
- Full time, 100%, 40 hours/week
- Eligible for benefits (health, dental, vision, life insurance) and PTO accrual
- 403b retirement plan
- Paid holidays
- Flexible, hybrid schedule