

<i>Position</i>	<i>Classification</i>
HR Manager	Exempt
	<i>Pay</i>
	\$85,000 - \$95,000

Position summary: The HR Manager is the primary point of contact for HR at Common Counsel Foundation and is responsible for managing our HR systems to support our employees to be successful in their positions. The HR Manager reports to the Managing Director and works closely with the Administrative Coordinator.

Responsibilities include:

HR Operations (40% of time)

- Manages the organization's benefits offerings and open enrollment process
- Coordinates with finance staff to ensure accurate payroll processing
- Maintains the organization's job descriptions
- Manages employee leaves of absence and FMLA
- Acts as the point of contact for HR vendors governmental agencies and other entities such as workers' compensation insurance and employment verifications
- Manages the HRIS, personnel documentation, and record keeping

Employee Support and Development (30% of time)

- Proactively communicates with staff regarding HR matters in the organization
- Acts as the primary HR point of contact for employees
- Guides the organization performance review and development processes
- Coordinates staff training opportunities

Hiring, On-boarding and Off-boarding (15% of time)

- Manages the organization's hiring processes including posting positions, screening candidates, and managing the interview process
- Leads the on-boarding process for new employees and off-boarding for exiting employees

Organizational Leadership (15% of time)

- Contributes to the organization's strategic planning process
- Develops and evolves the organization's HR policies to align internal operations with organizational values
- Ensures employee manual is up-to-date and compliant with local, state, and federal laws

Candidates for the HR Manager position typically have /are:

- 3+ year working in an HR role
- Experience working in nonprofit / social justice organizations
- Specialized training or certification in HR
- Committed to the mission and values of CCF
- Experience drafting policies and creating systems
- Skilled relationship builder with strong written and verbal communications skills
- Experience integrating diversity, equity and inclusion to all aspects of HR work
- Strategic thinker
- Excellent project management experience, tracking on both the smallest of details and the big picture
- Experience working in Gusto or similar HRIS / payroll platforms
- Experience working for a multi-state employer with 50+ employees desired
- Experiencing working in HR in California desired

Common Counsel Foundation provides equal employment opportunities to all employees, volunteers and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws.

All positions at Common Counsel Foundation involve frequent use of a computer and telephone. This position at times, may need to lift boxes and equipment. Reasonable accommodations can be made to enable individuals with differing abilities to perform the essential functions of their position.

This position is required to travel locally by public transit or driving. Out of area travel, and spending time away from home is required for 10% or less per year