

Plaza Community Services

Serving the people of Los Angeles since 1905

MANAGER OF HUMAN RESOURCES

Plaza Community Services - Los Angeles, California

Date: January 25th 2019

Salary: Competitive

Reports To: Executive Director

Experience: A Minimum of 5 Years

Plaza Community Services is seeking a full-time **Human Resources Manager** to provide HR leadership including employee recruiting at all levels, agency compensation and benefits program coordination, management of employee performance evaluation process, design and implementation of employee development programs, assistance with drafting, interpreting and applying HR policies, and compliance oversight of federal, state, and local labor laws that affect the agency. The Human Resources Manager will work closely with the Executive Director and senior management to ensure the agency's HR policies seamlessly align with the organization's strategic goals, mission and values.

The ideal candidate will have strong oral and written communication skills; the ability to objectively negotiate difficult situations; display good judgment, make timely and sound decisions, and employ strong organizational, problem-solving, and analytical skills.

PRIMARY DUTIES

- Organize, manage, coordinate and administer activities and functions of the Human Resources Department.
- Identify and monitor industry and regulatory trends affecting human resources programs and develop policies and practices to mitigate liability.
- Recruit employees for all exempt and non-exempt personnel including advertisement, interviews, selection and post-selection processing of applicants.
- Complete the on-boarding process for new employees including employee orientations.
- Oversee benefits administration with carriers and broker. Analyze benefit package costs and offerings and ensure compliance with various regulatory requirements.
- Manage leaves of absence in compliance with all local, state and federal ordinances, laws and regulations.
- Analyze employee concerns and facilitate good communications between employees and managers through interpersonal and professional communication techniques.

EDUCATION/QUALIFICATIONS

- Bachelor's Degree (BA/BS) in human resources management or a closely related field.
- Minimum 5 years experience in generalist work, including benefit and compensation plans, a thorough understanding of human resource principles and practices, employment laws and EEO compliance.
- Strong computer skills – Microsoft Office Suite (Word, Excel, PowerPoint). Experience with email and database software and HRIS; knowledge of ADP desired.
- Proven ability to handle multiple projects and meet demanding deadlines.
- Proven ability to plan, organize, and implement programs and procedures.
- Experience managing at minimum of 100 employees highly preferred.

- Bilingual in English/Spanish preferred
- Ability to analyze report data, report on outcomes and implement program changes.
- Experience working with diverse groups and populations.
- Class “C” driver’s license and proof of automobile insurance.
- Ability to ensure accurate record keeping.
- Demonstrated coaching, training and leadership skills.

ADDITIONAL REQUIREMENTS:

- Successful completion of background check: DOJ, FBI & CACI
- Successful completion of pre-employment physical and TB test

QUALIFY AND INTEREST APPLICANTS:

We invite qualified candidates to submit a resume and cover letter with salary history and requirements to: resumes@plazacs.org

All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, sexual orientation, gender identity, disability, protected veteran status or other protected status. EEOE/M/F/Vet/Disabled