



Immediate Opening for Human Resources Manager Full Time, 40 hours per week

Under the direction of the President & CEO, the Human Resources Manager is responsible for implementing and fostering an open company culture of progress and inclusivity, succession planning, development and communication of policies, recruitment, employee development, regulatory compliance, leaves of absence, benefit administration, disciplinary processes and employee training, counseling and coaching. This is an upper level key management position. As such, this position requires the ability to work independently, manage time effectively, lead by example and promote professional and effective communication in all aspects of this job. At times, this position will require long weeks and occasional evening and weekend work. This is a mentor level position and requires that Choice in Aging (CiA) is positively promoted in all aspects of interactions. The Human Resources Manager works as a member of the CiA team providing health and social services to frail elders and adults with disabilities throughout Contra Costa, Napa and Solano Counties to meet CiA's mission of promoting dignity and independence for people with disabilities and other needs.

Who we're looking for:

- **A problem solver.** Every day in HR can bring forth new challenges. You must be a master at developing creative solutions to complicated cases.
- Passion for talent management, performance management and employee relations.
- Ability to zoom out and then back in from high-level strategy to precise execution details.
- Experience partnering with leaders and teams during times of rapid growth and change.
- **An expert relationship builder.** You are deeply trusted by employees and leaders at all levels.
- Experience supervising staff and PHR certification (preferred).
- Comfortable with ambiguity and making great decisions without an obvious answer or perfect solution.
- Ability to work independently and with a high degree of professionalism and confidentiality.
- **A-doer!** You know the best way to see success is to get to know the programs from the ground up. You aren't afraid of getting your hands dirty while still maintaining the "pulse" of the organization.
- Passionate about coaching leaders through hands-on and strategic input, discernment and advice.

Job Duties and Responsibilities:

- Collaborate with members of CiA's senior management regarding succession planning; implement new ideas and strategies to achieve long-term goals.
- Research and present areas for employee growth and development to senior management team; create, execute and coordinate growth and development implementation plan once approved.

- Collaborate with outside legal counsel on coordination and execution of resolving employee issues, relating but not limited to CiA's goals and objectives, financial obligations, expense, risk or exposure in HR related areas.
- Create, coordinate and implement recruitment and hiring plan for all open positions with HR Staff and Management Team members.
- Provide oversight and support in all recruitment efforts; oversee the selection of candidates, coordinate interview and reference checking process.
- Create and conduct on boarding to foster positive attitudes toward organizational objectives; ensure all hiring requirements are met.
- Evaluate current benefit package and other benefit options, including but not limited to alternative health, 403(b) and PTO plans; oversee and manage annual open enrollment process and benefit changes throughout the year.
- Provide new employees the appropriate benefit package and health care registration portal information; ensure all new employees complete benefit registration, meeting enrollment deadline.
- Train and counsel staff and management on a range of human resources issues as well as CiA policies and procedures.
- Improve manager and employee performance by identifying and clarifying problems, evaluating potential solutions, implementing selected solution, coaching and counseling directors, managers, supervisors and employees; resulting in a successful workforce with a can do attitude.
- Maintain knowledge of industry trends and employment legislation; ensure agency's compliance.
- Stay current and train members of management on all leave of absence and workers' compensation rules and regulations; ensure compliance and coordination of modified duties as needed.

Minimum Qualifications:

- BS, B.A. or A.A. degree in human resources, management or business; **OR** degree in a related field **plus** significant experience performing the essential functions described above.
- PHR/SPHR/SHRM certification preferred.
- At least two years in a similar position preferably in a nonprofit or service agency.
- Fingerprint clearance, clean DMV record and automobile insurance required.
- Requires excellent command of the English language to record, prepare, and communicate appropriate reports and to communicate with employees, outside agencies, and other necessary bodies face to face, by telephone, and by written communication.

Job Specifics:

- Hours: Monday – Friday, 8:00 am – 5:00pm
- Classification: Exempt
- Benefits: Health Care, Dental, Vision, Retirement, Life/ LTD, very generous PTO and Holiday pay

Application:

Please submit your cover letter and resume to:

employment@choiceinaging.org

Subject line: HR Manager

or Fax to: 925-849-1784

Please note: Due to the high volume of applicants, we will only be contacting those candidates whose qualifications most closely match our requirements for the position. **No phone calls please.**

Visit www.choiceinaging.org to learn more about Choice In Aging

For more information on Adult Day Health Care, see www.adultdaycc.org

Choice in Aging is an Equal Opportunity Employer