



Job Description

Human Resources Manager

The Human Resources Manager plans, directs, coordinates and implements human resources and risk management activities toward maintaining employee compensation/benefits, personnel policies, and regulatory compliance, including health and safety regulations, agency-wide safety, and loss prevention, including workers compensation and liability programs and insurance coverage and performs other related duties as assigned.

- Oversee the hiring process that meets regulatory requirements and attracts a qualified and diverse applicant pool.
- Oversee activities that promote employee engagement and satisfaction.
- Update of human resources policies to meet regulatory changes and review annually.
- Ensure job descriptions are accurate and reflective of jobs performed.
- Oversee the maintenance of employee files and HRIS
- Under the direction of the Arc Board of Directors and the Executive Director, coordinate periodic reviews of salary grades and ranges, employee benefit structure, and retirement plan to assure Arc - SJ remains competitive in the marketplace, as required.
- Maintain compliance regarding corporate & employee records storage and management according to HIPPA, OSHA, and DOL
- Ensure the organization's compliance with employee safety and health laws; Managing the agency's safety and loss prevention programs; overseeing worker's compensation and Liability Insurance programs; Coordinating with management on developing and implementing policies and procedures to prevent injuries and reduce loss and conduct safety training and meetings.
- Prepare status reports and recommendations to management and the Board of Directors regarding the agency Accessibility Plan, Workers Compensation Reporting, Employee Activity Summary, and Employee Complaints.
- Develop and implement training events based on trends identified from review of various safety reports and recommendations from safety committee.
- Ensure that the agency has appropriate and adequate insurance coverage by coordinating and negotiating all insurance policy programs and acts a liaison with insurance brokers and underwriters.

Job Requirements:**Education:**

- Advanced Degree in Human Resources preferred, Bachelor's Degree in Human Resources required.
- SPHR or PHR preferred

Experience:

5 years of supervisory and management experience preferred in a social service environment with extensive understanding of Labor Laws, labor relations, individual employee personnel issues and overall salary, wage and benefit plans.

Knowledge and experience in the areas of safety and risk management
Effective communication with supervisor peers and subordinates.
Ability to resolve / assist others to resolve conflicts and negotiate.
Ability to prepare reports that are complete, accurate and professional.
Effective time and operational management
Excellent Communication and Problem-Solving Skills

Other:

Knowledge of intermediate level Microsoft software applications, including but not limited to Word, Excel, Outlook.

Job titles supervised: Operations Specialist.

ARC - SAN JOAQUIN IS AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER.

Please submit a cover letter along with your resume stating any experience with state, federal, and accreditation compliance.

Must meet Community Care Licensing pre-hire requirements including COVID-19 prevention and mitigation protocol including bi-weekly surveillance testing.

Job Type: Exempt, Full-time

Pay: \$63,000.00 - \$68,000.00 per year

Benefits:

401(k)
401(k) matching
Dental insurance
Flexible schedule
Health insurance
Life insurance
Paid time off
Retirement plan
Vision insurance

Days of Operation: Monday to Friday

Work Remotely: No

COVID-19 Considerations: Social distancing and wearing of mask required.

Work Location: One location

This Job Is Ideal for Someone Who Is:

Dependable – works with and on behalf of employees and the organization to build a resilient workforce community

People-oriented -- enjoys interacting with people and working on group projects

Adaptable/flexible -- enjoys doing work that requires frequent shifts in direction

Detail-oriented -- would rather focus on the details of work than the bigger picture

Achievement-oriented -- enjoys taking on challenges

Autonomous/Independent – enjoys working with minimal direction

Productive – gets the job done

Innovative -- prefers working in unconventional ways or on tasks that require creativity

High stress tolerant -- thrives in a high-pressure environment

Company's website: www.thearcsj.org

COVID-19 Precaution(s):

Remote interview process

Personal protective equipment provided

COVID-19 self-assessment protocol

Temperature screenings

Social distancing guidelines in place

Virtual meetings

Sanitizing, disinfecting and cleaning procedures