



JOB POSTING

JOB TITLE: Human Resource Manager

SALARY: \$82,196 to \$89,985

CHIRLA offers an excellent benefit package, which includes generous time off, health, dental, vision and 401K plan.

FLSA CLASSIFICATIONS: Exempt/Salaried, full-time, regular

REPORTS TO: Director of HR and Operations

CLOSING DATE OF POSITION: Position will remain open until filled

LOCATION: Los Angeles Headquarters, Main Office

The Coalition for Humane Immigrant Rights (CHIRLA) is a nonprofit organization founded in 1986. CHIRLA is a California leader with national impact made of diverse immigrant families and individuals who act as agents of social change to achieve a world with freedom of mobility, full human rights, and true participatory democracy. CHIRLA organizes and serves individuals, institutions and coalitions to build power, transform public opinions, and change policies to achieve full human, civil and labor rights. Guided by power, love and vision of our community, CHIRLA embraces and drives progressive social change.

POSITION DESCRIPTION:

The primary responsibility of this newly Human Resource Manager position is to coordinate and direct the employee relations programs and functions. The primary responsibility is employee relations, labor relations and administration of employee engagement and retention programs in accordance with the organization's mission, values and goals. This position supervises and provides directions to staff engaged in employee relations programs. The HR Manager will have a specific, but not exclusive, focus on reviewing labor relations specific responsibilities and the share responsibility of the onsite HR related matters.

RESPONSIBILITIES AND DUTIES:

- Maintain satisfactory labor-management relations through a variety of techniques
- Participate in collective bargaining negotiations and ensures compliance with collective bargaining agreements
- Investigate problems such as working conditions, disciplinary actions, and employee and applicant appeals and grievances. Provides guidance and recommendations for problem resolution to departmental officials and individuals
- Oversee the development and implementation of employee relations activities, surveys and engagement/retention efforts
- Prepare and present required and special reports related to employee and labor relations
- Develop and present the operating budget for the employee relations department and, upon final budget approval, ensures that all functions operate within appropriated amounts
- Evaluate, or review performance evaluations of, all department employees
- Oversee the recruitment process and facilitate the hiring of qualified diverse job applicants; collaborate with departmental hiring managers to understand skills and competencies required for openings





- Recommend hiring, promotion, termination, and disciplinary
- Manage the FMLA/Disability leave process, evaluate leave requests to ensure compliance with state and federal regulations
- Conduct exit interviews and recommend corrective action if necessary
- Responds to employee inquires of moderate complexity regarding HR policies and procedures
- Facilitate training specific to HR-related topics
- Maintain employee records and files
- Maintain current knowledge of legal regulations, industry trends and best practices in Human Resources; make recommendations to improve current programs and processes and to ensure company legal compliance
- Provide guidance for HR or internal employee issues, including advising on performance management, terminations, recruiting, hiring, and compensation and benefits as needed
- Represent the Director of HR and Operations on committee meetings as needed
- Other duties and responsibilities as required

SKILLS AND QUALIFICATIONS:

- Bachelor's degree in human resource management or related field
- Five years' experience in a human resources management role and three years' labor relations experience in a union environment
- SHRM Certified Professional (SHRM-CP) or SHRM Senior Certified Professional (SHRM-SCP) credential.
- Excellent managerial skills and ability to evaluate the work of others
- Excellent verbal and written communication skills
- Strong analytical skills and ability to interpret and communicate data
- Thorough knowledge of labor relations practices and legal requirements
- Knowledge of HR related federal, state and local laws and regulations
- Must be a team player and have an interest in working collaboratively to develop creative solutions to business and HR challenges
- Strong written, verbal, presentation skills coupled with ability to communicate effectively with all levels of organization
- Excellent judgment, high emotional intelligence and ability to maintain confidentiality
- Proficient in Microsoft Office (Word) and Google Apps, Gmail, Google Docs & Drive)
- A high level of integrity and the ability to maintain confidentiality
- Ability to have positive working relationships with staff, members and allies
- Ability to work effectively under pressure with last minute deadlines
- Experience collaborating with community organizations in local geographic area
- Highly self-motivated, creative, takes initiative, ability to learn quickly, flexible and able to work as part of an interdisciplinary team of advocates
- Must be organized and able to work under pressure and within tight deadlines. Must be able to work efficiently and manage multiple projects at once, which may be at different stages of design and execution
- Strong commitment to CHIRLA's mission of empowering low-income community groups
- Strong interpersonal skills, including the ability to successfully relate to community residents
- Support CHIRLA's fundraising goals including annual fundraising drive and GALA activities

To apply, submit cover letter, resume and references to: jobs@chirla.org

Subject Line should read: Human Resource Manager

