



JOB POSTING – Human Resource Manager

Do you want to make a difference in the world of social justice? Are you a seasoned HR professional with experience in labor and employee relations in union environments? Do you want a position that allows you to flex your HR skills with autonomy? If you answered ‘yes’ to these questions, we want to talk to you!

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:

This position offers an opportunity to flex your managerial skills, knowledge of employment law, best practice in human resources and labor relations. This is a leadership position within a dynamic, growing social justice organization. As we grow, we are expanding our HR team. This new Human Resource Manager position will coordinate and direct the employee relations programs and functions, employee relations, labor relations and administration of employee engagement and retention programs in accordance with the organization's mission, values and goals. This position will supervise and provide expertise and direction to supervisors and staff engaged in employee relations situations and will interface with union representatives to implement CHIRLA's collective bargaining agreement.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- 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
- Make recommendations for corrective action when 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
- Flexible schedule and ability to meet with staff in various locations via Zoom
- Other duties and responsibilities as required

SKILLS AND QUALIFICATIONS:

Required

- Bachelor's degree in human resource management or related field required
- At least five years' experience in a human resources management role and at least three years' labor relations experience in a union environment required
- At least two years of supervisory experience required
- Excellent managerial skills and ability to evaluate the work of others
- Excellent verbal and written communication skills
- A track record of exhibiting strong analytical skills and ability to interpret and communicate data
- Thorough knowledge of labor relations practices and legal requirements
- Demonstrated 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
- Excellent managerial skills and ability to evaluate the work of others
- Excellent verbal and written communication skills
- A high level of integrity and the ability to maintain strict confidentiality

Preferred

- SHRM Certified Professional (SHRM-CP) or SHRM Senior Certified Professional (SHRM-SCP) credential preferred
- Proficient in Microsoft Office (Word) and Google Apps, Gmail, Google Docs & Drive)
- Master's Degree in Human Resources, Business Administration, Social Sciences or related field preferred





Desired Traits or Characteristic

- Ability to maintain 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 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 and immigrants
- Interest in and/or history of working for social justice
- Strong interpersonal skills, including the ability to successfully relate to community residents
- Support CHIRLA's fundraising goals including annual fundraising drive and GALA activities
- Able to work independently as well as a member of a team

JOB TITLE: Human Resource Manager

SALARY & Benefits: \$82,196 -- \$89,985. CHIRLA also offers an excellent benefits package, which includes annual paid vacation; additional paid holiday leave in December 24; employer contribution to retirement account after three-month of employment and a health, dental, vision and life insurance plans.

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

CHIRLA is an equal opportunity employer and makes employment decisions on the basis of merit and administers all terms and conditions of employment, including recruitment, appointment, promotion, compensation, benefits, transfers, training and educational opportunities without regard to pregnancy, childbirth or related medical conditions, genetic information as defined by the Genetic Information Nondiscrimination Act, race, religion or religious creed, color, gender, gender identity or expression, national origin or ancestry, physical or mental disability, medical condition, marital status, registered domestic partner status, age (40 or older), sexual orientation, HIV/AIDS status, pregnancy or pregnancy-related disability, military or veteran status or any other basis protected by federal, state or local law or ordinance or regulation. **All such discrimination is unlawful.** It also prohibits unlawful discrimination based on the perception that anyone has any of those characteristics, or is associated with a person who has or is perceived as having any of those characteristics. All such discrimination is unlawful. (EEO)

**To apply, submit cover letter, resume and three professional references to: jobs@chirla.org
Subject Line should read: Human Resource Manager**

