POSITION: HUMAN RESOURCES DIRECTOR – CHIEF COLLaborATION OFFICER  
(Non-Certified/Certified)  
Confidential/Exempt Position

PROGRAM: ADMINISTRATION

Community Bridges envisions a thriving community where every person has the opportunity to unleash their full potential. Our family of ten programs delivers essential services, provides equitable access to resources, and advocates for health and dignity across every stage of life.

POSITION DESCRIPTION:  
Under general supervision of the CEO, and in close cooperation with management personnel, provides technical staff support and direction in all matters relating to human resources, including but not limited to: recruitment, selection, job classification, salary and benefits administration, employee relations, disciplinary action, overall documentation and affirmative action, Labor Relations, and policy & procedure development; encourages and embraces collaboration across all roles in the organization as part of the agency’s strength while encouraging teamwork amongst staff; performs related work as required.

DUTIES & RESPONSIBILITIES:  
1. Oversees/supports recruitment programs and trains staff assisting with the selection process, and may notify applicants of selection procedure results.  
2. Maintains comprehensive personnel record keeping systems. Conducts job description review, reorganizations, reclassifications, and promotional opportunities in collaboration with program directors.  
3. Oversees/manages Union issues, hearings and negotiations under the supervision of the CEO. Is the liaison between the unions and staff, including management. Is a representative on the union negotiations team and is the lead for Labor Management Committee meetings and issues.  
4. Researches and implements a comprehensive salary and benefit program to keep the agency in a competitive labor market position.  
5. Ensures that equal opportunity and affirmative action regulations, labor law and up to date policies are followed to assure compliance.  
6. Leads health care benefits project work (including annual health care renewals in collaboration with the health insurance broker), open enrollment process and COBRA process.
7. Leads and maintains 401K retirement fund data and records, prepares for annual audits, prepares for semi-annual Open Enrollment meetings for eligible employees and is lead on 401K benefit project. Approves 401k distributions, loans and rollovers.

8. Administers the implementation of the Drug & Alcohol Policy and procedures, makes all necessary FTA regulation updates and monitors all drug and alcohol testing records. Prepares and manages the annual CHP audit.

9. Maintains interface with payroll data base system to ensure optimal use of employee information and accuracy.

10. Oversees the Agency workplace safety program, workers’ compensation plan and claims. Attends worker compensation hearings as needed.

11. Oversees the Criminal Background/ Fingerprinting Policy and volunteer programs.

12. Maintains, updates and interprets Agency personnel policies; assists to resolve employee grievances; facilitates communication between employees and management. Works in conjunction with Program Directors and the leadership team to adhere to the Personnel Policies and Union contracts.

13. Supervises, evaluates, directs, reviews the work of HR staff members; provides for professional development of staff as appropriate and supports HR team in operational tasks.

14. Directs, supports, trains and advises program directors, mid-level managers and supervisors on personnel issues, proper application and implementation of Personnel Policies and Union Contracts.

15. Meets with the Board of Directors’ Personnel Committee as needed and requested; facilitates the presentation of Personnel issues to the Committee prior to Board consideration. Works with the Personnel Committee to conduct the annual CEO performance evaluation.

16. Coordinates employee training programs and professional development of program staff as well as employee recognition programs.

17. Develops and administers an ongoing employee evaluation program with the support of HR Team members.

18. Prepares special reports as requested.

19. Attends Administrative Operations meetings, Management Team and Board of Director’s meetings monthly.

20. Reviews updates and changes in legislative, administrative, and case law relating to employment, and directs or implements revisions in the Agency’s policies, practices or procedures as necessary.

21. Represents the agency in contacts with governmental and regulatory bodies, community organizations, and the public.

22. Develops and maintains effective working relationships with other agency staff members and with representatives of funding sources, governmental and community organizations, and others in regular contact with the Agency.

23. Communicates effectively and respectfully with people from different racial, ethnic and cultural groups and from different backgrounds and lifestyles; demonstrates a knowledge of and sensitivity to their needs.

24. Assists in overall program development, management, and evaluation for the Agency as assigned.
25. Demonstrates good collaboration that requires the right incentives, performance evaluation, promotion criteria and staff development.
26. Identifies strategic opportunities for collaboration across the Agency.
27. Has access to a motor vehicle incidental to the performance of the work.

Job descriptions are intended to be illustrative only; they are not designed to be restrictive or to define each and every assigned duty and responsibility. In an organization of this nature, each employee is expected to perform such duties as necessary to fulfill the stated goals of the agency.

MINIMUM QUALIFICATIONS

Knowledge of:
- Standard personnel administration practices and procedures, and the law relating to the work;
- Health, workers’ compensation and other employment related insurances;
- Methods of collecting, organizing and presenting data and information;
- Affirmative action and equal employment opportunity policies and practices;
- Principles and techniques of procedures and systems analysis; and
- Principles and methods of supervision, evaluation and staff development.

Skill in:
- Developing, implementing, analyzing, and performing day-to-day activities in such human resource Functions as recruitment, selection, job classification, salary and benefit administration, employee relations, affirmative action, and policy and procedure development;
- Gathering and evaluating data and making sound recommendations;
- Reading and interpreting complex regulations and procedures;
- Developing and maintaining personnel record keeping systems;
- Preparing clear and concise written materials, including policies and procedures;
- Developing and maintaining effective communications with all levels of the agency staff;
- Directing, assigning, and evaluating the work of subordinate staff;
- Representing the agency tactfully and effectively in contacts with governmental and regulatory bodies, community organizations, insurance representatives and the public;
- Using tact and discretion in handling and directing a variety of often sensitive and confidential personnel matters.
- Dealing tactfully, cooperatively, and effectively with other agency staff members, agencies, community organizations, representatives of funding sources, and the public, including people from different racial, ethnic and cultural groups and from different backgrounds and lifestyles.

OTHER REQUIREMENTS:
- English/Spanish skill is preferred, but not required
- Must pass a criminal background screening
- Must possess a California Class B Driver’s License and be insurable
- Certificate in PHR preferred and must maintain certification requirements to renew/maintain certificate
• Experience working in a Union environment a plus
• Experience working in a non-profit a plus
• Bachelor’s Degree and at least two (2) years related experience
• Directly related personnel experience may be substituted for the required education on a year-for-year basis.

A typical way of gaining the knowledge and skills outlined above is:
• Demonstrated generalist, staff personnel experience, above a clerical support level, preferably in a community-based, human service or related organization. Such experience must have included assignments in recruitment, selection and employee relations, and understanding and applying employment laws.

We screen all applicants, require background checks on final candidates consistent with funding regulation requirements and are a Drug-Free Work Place.

RATE OF PAY & HOURS:
• This is a regular, confidential, exempt, full-time position; hours may vary. Must be available to work agency core hours 9am-5pm Monday-Friday. Must be available for agency events occasionally on evenings and weekends.

• The agency rate of pay range for this position is $64,605-$108,430 (plus a $.40/hour bilingual differential after passing a test administered by the Human Resources Department). This position is offered between $64,605-91,811 (plus a $.40/hour bilingual differential after passing a test administered by the Human Resources Department). Pay rate negotiable depending upon education, years of experience and certification. This position is typically Monday through Friday but may occasionally include evening or weekend hours for agency events.

BENEFITS:
• For employee: shared cost medical, dental, vision, life insurance, & Employee Assistance Program. This benefit package is valued at $9,963 /year.
• First year: 16 vacation days and 10 holidays, with accrual based on 40 hr/wk.
• Sick leave: Eight hours/month, with accrual based on 40 hr/wk.
• May be eligible to earn up to 4 Wellness Floaters per year after satisfying all eligibility requirements.
• 401(k) Retirement Plan: Agency matches employee contribution up to 2% of annual salary upon completion of six-month employment, effective during open enrollment period.
• Flexible Spending Account (FSA).
• Dependent Care Reimbursement Program.
• Paid lunch.

TO APPLY:
• Please submit the following documents by email (hr@cbridges.org), fax (831-688-8302), or in person:
  o Community Bridges application.
• K-4 driving history report from the DMV, printed in the last 30 days.

• Resumes can be submitted but will not be accepted in lieu of an employment application.
• The application may be downloaded at: https://communitybridges.org/employment
• If applicable, please submit any college transcripts, licenses, and/or certificates as an attachment to your application.

COMMUNITY BRIDGES IS AN EQUAL OPPORTUNITY EMPLOYER.
Applicants shall not be discriminated against because of age, ancestry, color, religious creed, denial of Family and Medical Care Leave, disability (mental and physical), marital, familial or parental status, medical condition, genetic information, military and Veteran status, national origin (including language use restrictions), race, sex (which includes pregnancy, childbirth, breastfeeding and medical conditions related to pregnancy, childbirth or breastfeeding), gender, gender identity, and gender expression, political affiliation or sexual orientation.