



Title: HR MANAGER

FLSA: Non-Exempt

Supervisor: VP Human Capital & COO

Employment Status: Full-time Regular

Organizational Background: Four passionate Eastside activists who came together formed East LA Community Corporation (ELACC) in 1995. ELACC's mission is to advocate for economic and social justice in Boyle Heights and Unincorporated East Los Angeles by building affordable housing, grassroots leadership, and access to economic development opportunities for low and moderate-income families.

Summary: Come join our dynamic organization! Be part of a passionate team that brings tangible solutions to combating the negative effects of gentrification through our comprehensive programs and services comprised around three core strategies: building community, asset development, and financial empowerment. During its 28-year history, ELACC has invested in real estate development and mobilized thousands of residents to create, expand, and protect access to affordable housing.

ELACC seeks a forward thinking and passionate Human Resources Manager that is self-motivated, proactive, and that can successfully carry out HR strategies and objectives. The HR Manager will play a critical role in providing appropriate guidance, and working closely with the leadership team. The HR Manager will run the daily functions of the Human Resources (HR) department including, hiring, terminating, and interviewing staff, administering pay, benefits, and leave, and enforcing company policies and practices.

The Human Resources Manager is an ELACC team member that leads their core project and fulfills their responsibilities to the entire team by actively fundraising, supporting organization wide projects, participating in all staff planning and all staff events, and being part of achieving the organizations mission, vision, values by performing the following duties:

Duties and Responsibilities include the following. Other duties may be assigned.

- Perform full-cycle recruitment*
- Conducts background checks and employee eligibility verifications*
- Create and maintain a strong partnership with staff and leadership team.*
- Manage HR activities, including but not limited to, relevant wage and hour law administration, interpretation and policy implementation, employee relations, disciplinary action, coaching and write-ups, labor relations, and employee and management investigations.*
- Generate reports and create metrics for management.*

- Recommend new approaches, policies, and procedures to influence continual improvements in organization.*
- Administers ELACC benefits.*
- Utilize coaching techniques to train managers and staff.*
- Works independently under direction of Vice President of Human Capital and Chief Operating Officer.*
- Maintains in-depth knowledge of legal requirements related to day-to-day management of employees, reducing legal risks and ensuring regulatory compliance.*
- Work with Shop Steward and management team to ensure compliance in accordance with Collective Bargaining Agreement and company policies.*
- Responds to inquiries. Ensures proper documentation and follow-through are completed in a timely manner with solid communication of outcomes to both employees and leadership.*
- Provides support on Employee and Labor Relations.*
- Handles terminations related matters*
- Participates in coordinating training initiatives for organization, department, and leadership.*
- Implements new hire orientation and employee retention programs.*
- Manages employee engagement initiatives and activities.*
- Serves as the first point of contact for staff for all HR related issues.*
- Maintains knowledge of trends, best practices, regulatory changes, and new technologies in human resources, talent management, and employment law.*
- Supervisory: may oversee the scheduling, assignments, and daily workflow of subordinate staff in the department. May assist with constructive and timely performance reviews.*
- Demonstrates genuine interest and passion for ELACC issues and priorities.*
- Demonstrates understanding of intersection of racism and poverty.*

Required Skills:

- Committed to confidentiality and to handling sensitive information discreetly.
- Proactively raising issues and helping create solutions.
- Work independently and as part of a team.
- Proficient in Microsoft Office Suite and HR Systems.
- Excellent communication
- Must have at least 3 years of supervisor experience
- Demonstrated ability to prioritize and meet communicated schedules and deadlines
- Has *basic skills* and *social skills* as outlined

Basic Skills:

- Active Learning – Understanding the implications of new information for both current and future problem solving
- Active Listening – Giving full attention to what other people are saying, taking time to understand the points being made, asking questions as appropriate, and not interrupting at inappropriate times.
- Critical Thinking – using logic reasoning to identify the strengths and weakness of alternative solutions, conclusions, or approaches to problems.

- Learning Strategies – Selecting and using training/instructional methods and procedures appropriate for the situation when learning or teaching new things.
- Mathematics – using mathematics to solve problems.
- Speaking – Talking to others to convey information effectively.
- Writing – Communicating effectively in writing as appropriate for the needs of the audience.

Social Skills:

- Coordination – Adjusting actions in relation to others’ actions
- Instructing – Teaching other how to do something
- Negotiating – Bringing others together and trying to reconcile differences
- Service Orientation – Actively looking for ways to help people
- Social Perceptiveness – Being aware of others’ reactions and understanding why they react as they do.

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit, use hands, reach with hands and arms, and talk or hear. The employee is occasionally required to stand, walk, climb or balance, and stoop, kneel, crouch or crawl. The employee must occasionally lift and/or move up to 15 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception, ability to adjust focus, and ability to see color.

The noise level in the work environment is usually moderate.

Education and Qualifications:

- Bachelors Degree in Business Administration, Human Resources, or related field preferred.
- At least 1 year of experience in Human Resources.
- Experience with Unions, SPHR/PHR preferred, SHRM Certification a plus.
- Must have at least 3 years of supervisor experience.

Compensation: This is a full-time non-exempt position with an hourly pay range of \$36.00 per hour to \$41.00 per hour (approximately \$75,000 to \$85,000 per year). Benefits include health, dental, retirement, and life and disability insurance.

ELACC is an Equal Opportunity Employer

Email cover letter and resume to: jobopportunities@elacc.org

Position open until filled

www.elacc.org