

Position: Manager of Human Resources
Salary/Benefits: \$48.076/hour or \$100,000
Reports To: Director of Human Resources

ORGANIZATION AND PROGRAM

Conard House is a nonprofit organization creating communities which empower people and restore hope. Conard House provides Supportive Housing, Mental Health and Money Management services to 1,500 residents and clients across 10 residential buildings, 4 program sites and 22 shared apartments across San Francisco. Conard House works with a diverse adult population and strives for diversity, equity, inclusion and belonging by respecting experience, promoting inclusion, and building community.

SUMMARY

The Human Resources manager oversees employee relations within Conard House. The HR manager is a strategic thinker with excellent interpersonal skills and a strong understanding of HR best practices. They will be responsible for leading recruitment efforts, managing employee relations, administering benefits and compensation programs, ensuring compliance with relevant laws and regulations, and fostering a positive organizational culture. The HR Manager will collaborate with all levels of employees to maintain employee satisfaction at Conard House.

RESPONSIBILITIES

- Maintains compliance with administering individual notice requirement for new hire and offboarded staff.
- Support the hiring process for all personnel, including maintaining updated job descriptions, job postings, coordinating with applicants, and preparing employment agreements for offers.
- Act as a resource to managers concerning adverse action, and performance management.
- Counsel employees on performance concerns, disputes with co-workers, supervisors, and management.
- Conduct/Respond to audits to ensure compliance with state & federal law.
- Manage Workers Comp claims, reporting and tracking.
- Track Leave of Absence and supporting documents.
- Manage HRIS System – ADP Workforce Now.
- Work with the Data Administration II clerk to ensure data is stored in the correct personnel e-File.
- Provides support during agencies annual benefits open enrollment.
- Reconciles IT onboarding/offboarding with Parachute.
- Provides generalist support by answering benefit or payroll related questions that includes assisting staff with ADP issues such as answering questions, resetting passwords, downloading statements, etc.
- 1094 and 1095 Form Reporting.
- Administer and track contractual, CA or federal specific trainings and certifications.
- Monitor legislative changes and highlight any potential issues or legislative changes that may affect the organization's operations.
- Work with the Program Assistant II to ensure data is stored in the correct personnel files.
- Support administration phone line for incoming phone calls.
- Other HR duties as assigned including but not limited to employee relations, as well as assisting team members when coverage is needed.

EDUCATION AND EXPERIENCE

- Bachelor's degree in Human Resources, Business Administration, or equivalent work experience.

- SHRM-CP or SHRM-SCP certification a plus.
- Minimum of 5 years of experience in human resources management, with at least 2 years in a supervisory role.
- Strong knowledge of employment laws and regulations.
- Excellent interpersonal and communication skills, with the ability to interact effectively with employees at all levels of the organization.
- Previous experience at a non-profit preferred.
- Proven experience in recruitment, employee relations, benefits administration, and performance management.
- Ability to think strategically and develop HR initiatives that support business objectives.
- Detail-oriented with strong organizational and problem-solving skills.
- Proficiency in HRIS software and Microsoft Office suite.

HOURS

The position is Non-Exempt is scheduled to work a 40-hour work week, Monday –Friday, 9 am to 5 pm.

COMPENSATION & BENEFITS

In addition to a competitive salary, Conard House provides a comprehensive benefits package that includes Medical, Dental, and Vision Insurance, 15 PTO Days, 15 Sick Leave Days, 14 Paid Holidays, Paid Hour Lunch Breaks, and more!

Conard House is committed to workforce diversity. Qualified applicants will receive full consideration without regard to age, race, color, religion, gender, sexual orientation or national origin. Pursuant to the San Francisco Fair Chance Ordinance, we will consider for employment qualified applicants with arrest and conviction records.

Apply by send your resume and cover letter to angelina@conard.org