



Job Description

Position Title: Human Resources Manager

Reports to: Chief Financial Officer

Hiring Range: \$75,000 – \$82,000 commensurate with experience

FLSA Status: Non-Exempt

Contributor Level: Management

Our Values:

At Florence Crittenton Services we reflect the following values in our work and interactions with others:

Mission Focused, Learning and Development, Ownership and Accountability, Respect, Teamwork, Fun and Celebration

General Purpose:

The Human Resources Manager is responsible for human resource functions at Florence Crittenton Services. The Human Resources Manager reports to the Chief Financial Officer.

Essential Functions:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Remains current and adheres to federal, state and district mandates, regulations, policies, and procedures.
- Supports the organization's strategic plans, goals, and operating priorities for all human resources activities under the direction of the CFO.
- Performs all human resources activities: employee relations, recruitment and selection, human resource policies and procedures, compensation administration, performance management, benefits administration, employee communications, employee engagement and retention, culture change, new employee orientation and onboarding.
- Maintains employee records (attendance, Equal Employment Opportunity data, performance evaluations, etc.) according to policy and legal requirements.
- Reviews employment and working conditions to ensure legal compliance. Looks for ways to improve staff morale and advises Leadership.
- Assists Leadership to forecast hiring needs and ensures recruitment process runs smoothly.
- Maintains organizational charts and detailed job descriptions along with salary records.
- Assists with semi-monthly payroll.
- Coordinates all agency-wide training. Provides necessary education and materials to managers and employees including workshops, manuals, employee handbooks, and standardized reports.
- Collaborates with CFO in activities to determine agency benefits and select vendors to administer benefit plans, including insurance, retirement, and other benefits. Acts as the main

contact for all benefit brokers. Works with Staff Accountant to assist employees with enrollment.

- Maintains and updates HR section of the intranet FloConnect
- Serves on the internal DEI and Technology Committees; Attends the Board Business Committee meetings as needed.
- Performs other duties as directed to ensure the success of Florence Crittenton Services.

Supervisory duties:

- None.

Knowledge, skills and abilities:

- Consistently promote, support, work, and act in a manner in support of Florence Crittenton Services' vision, mission, and values.
- Devise and establish HR procedures through communication, planning, critical thinking, collaboration, and problem solving.
- Strong listening abilities, proactive, and collaborative problem-solver.
- Accurate and detail oriented; highly organized and able to manage projects.
- Build and maintain effective, collaborative relationships with all internal and external stakeholders.
- Strong customer service orientation and commitment to quality.
- Strong time management skills including ability to meet deadlines
- Presentation skills using MS Power Point strongly desired.
- Strong computer skills to understand the organization's standard operating system, word processing and spreadsheet applications, human resources system, payroll system, data management and Internet access.
- Knowledge of and ability to adhere to the need for confidentiality.
- Work professionally in an occasionally stressful environment.

Education:

- High School Diploma or GED equivalent is required.
- Associate degree in human resources or PHR certification is preferred.

Experience:

- Four or more years of experience working in a human resources environment is preferred.
- An equivalent combination of education and experience may be substituted on a year for year basis.

Additional Requirements/Licenses/Certifications:

- Must have reliable transportation.
- Must have a valid driver's license.

Working environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Work is generally performed in an indoor professional office environment.
- Occasional travel to conferences and meetings.

Physical Activities:

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.

- Prolonged periods of sitting or standing at a desk and working on a computer.
- While performing the duties of this job, the employee is regularly required to talk or hear.
- Moderate physical effort may be required by moving and positioning objects up to 50 pounds occasionally and/or 25 pounds frequently.

Compensation

- Hiring Range is \$75,000 – \$82,000 commensurate with experience.

Benefits

- A generous benefits package includes a combination of paid time off (PTO) and paid sick leave, up to 12 paid holidays, health, dental, and vision insurance with up to 85% employer paid premiums, 401(k) plan with employer match available, employer paid life insurance, AD&D, STD, and LTD insurance, and Employee Assistance Plan (EAP).

To Apply:

- Email cover letter and resume to Human Resources at HR@flocritco.org.
- Invitations for interviews will be extended upon review of qualified candidates until the position is filled.

Florence Crittenton Services is dedicated to the principles of equal employment opportunity. We prohibit unlawful discrimination against applicants or employees on the basis of age 40 and over, race (including traits historically associated with race, such as hair texture and length, protective hairstyles), sex, sexual orientation, gender identity, gender expression, color, religion, national origin, disability, military status, genetic information, marital status, or any other status protected by applicable state or local law.