



Golden Gate Regional Center

Supporting Lives of Liberty and Opportunity

DIRECTOR, HUMAN RESOURCES

SAN FRANCISCO

JOB NO: 1233

ABOUT THE AGENCY

Golden Gate Regional Center is a private, non-profit organization that provides a wide array of assistance to support individuals with developmental and intellectual disabilities to lead independent and productive lives in their local communities. We offer competitive pay, outstanding benefits, and a dynamic work environment. We have over 230 employees located in San Francisco, Marin and San Mateo counties.

ABOUT THE JOB

This position effectively plans, manages and coordinates the full scope of the Agency's Human Resources and training functions, services and responsibilities to ensure compliance with legal mandates. This position oversees the agency's Human Resources related programs, including staff recruitment and selection, compensation, benefits, training and employee relations. This position reports directly to the Executive Director and serves as a member of the Management Advisory Committee.

DUTIES

- ◆ Partners with Executive Director and Department Directors to develop and implement programs and initiatives to support the Agency's mission, vision, values and strategic objectives
- ◆ Programs Management
 - Plans, direct and carries out policies and programs relating to all phases of Human Resources activities (excluding payroll)
 - Ensures consistent administration and interpretation of personnel policies and procedures throughout organization
 - Interprets and applies laws, regulations and court decisions pertaining to human resources and equal employment opportunity.
 - Oversees recruitment, selection and interviewing processes to ensure high quality, individual focused staff in compliance with state staffing ratios and diversity management
 - Implements and manages Agency's performance management and coaching program including the development and maintenance of competency models

Belong, Contribute, Thrive

www.ggrc.org

1355 Market Street, Suite 220
San Francisco, CA 94103
(415) 546-9222

3130 La Selva Street, Suite 202
San Mateo, CA 94403
(650) 574-9232

4000 Civic Center Drive, Suite 310
San Rafael, CA 94903
(415) 446-3000

- and job descriptions
- Acts as Agency's primary lead on employee relations matters, advises on terminations and serious disciplinary actions and investigates allegations of harassment, discrimination and unfair treatment
- Administers and updates the development and maintenance of the internal compensation structure and benefits programs (health & welfare, life/disability insurance, etc.), conforming to appropriate laws and guidelines; partners with the Executive Director and Chief Financial Officer to maintain competitive compensation packages while staying within the parameters of the current Agency budget
- Oversees the maintenance of record of insurance coverage, retirement savings plan, and personnel transactions such as hires, promotions, transfers and terminations

- ◆ Manages Department staff, including hiring, training, developing and coaching staff; and manages work flow ensuring individual and Department goals are being met

- ◆ Training and Leadership Development
 - Plans and oversees new employee orientation and other key human resource trainings
 - Partners with the Executive Director to carry out 'All Staff' days/presentations and other information sessions for staff
 - Partners with Senior Management team members to develop the internal training plans for strategic initiatives and supports ongoing professional development of staff; oversees implementation of these plans
 - Recommends specific training and conferences for Department and Agency staff to attend and continuing activity for professional expertise
 - Oversee organizational leadership development

- ◆ Compliance
 - Ensures compliance with state, federal and local employment related laws and regulations
 - Audits Human Resource practices; monitors developments and incorporates new legal requirements and industry trends to the human resources programs
 - Oversees safety and risk management program for the Agency; works with operations teams to coordinate compliance with all State and Federally mandated safety and risk management programs such as the Injury and Illness Prevention Plan

- ◆ Communication
 - Develops internal communications as needed to keep people updated on HR policy, procedure, process and program changes and to support the Executive Director on organizational changes and announcements
 - Makes recommendations to the executive team for change/improvement based on information obtained through: employee satisfaction surveys, aggregate leadership 360 data themes and exit interviews
 - Communicates with the Advisory Committee of Employees on a regular basis
 - Report on HR trends, successes and challenges to the Agency's Executive Committee of the Board of Directors on an annual basis

- Supports the Board and Executive Committee in the board-driven process of evaluating the Executive Director's performance on an annual basis
- ◆ Participates in RC and ARCA HR Director committees
- ◆ Participates in special projects, and assist with additional duties or tasks, as assigned
- ◆ Maintain all client information as confidential in compliance with the federal Health Insurance Portability and Accountability Act of 1996 (HIPAA) and the California Lanterman Act

EDUCATION AND EXPERIENCE

- ◆ Bachelor's Degree in Human Resources or Business Administration or related field plus course work/trainings in personnel; Graduate degree preferred
- ◆ 10+ years in Human Resources, Organizational Effectiveness or operational management capacity
- ◆ Experience in directing scope of Human Resources legal mandates, functions, process and services, including classification and compensation, recruitment and selection; benefit administration; professional and staff development and training.
- ◆ Experience in modeling and coaching principles and practices of leadership, management, supervision, organizational effectiveness and development, change management, conflict resolution and group dynamics in an organizational setting.
- ◆ Experience in managing and supporting a culturally, linguistically and ethnically diverse workforce while championing equity and inclusion.

SKILLS AND COMPETENCIES

- ◆ Comprehensive understanding of HR principles and employment law
- ◆ Ability to see how specific human resource components fit under the bigger umbrella of organizational development
- ◆ Actively improves performance and implement processes in a timely manner
- ◆ Demonstrates ability to effectively plan time and prioritize projects to achieve longer-term goals; manages and 'holds together' the team through effective team leadership skills
- ◆ Ability to persuade, convince and influence others while still keeping the environment 'safe' and supportive; brings people on board even when having to step into their space and cross boundaries
- ◆ Think critically in decision making and problem solving; actively explore the pros and cons of options that will impact the Agency as a whole
- ◆ Takes initiative and is proactive in improving performance
- ◆ Builds partnerships and trusts through collaboration, active listening and an openness to new ideas
- ◆ Understands and effectively reacts and adapts to multiple and competing priorities on the job; use knowledge and expertise to focus on key job outcomes
- ◆ Ability to convey complex information and ideas in a clear, concise and professional manner to a wide audience in individual, small and large group settings
- ◆ Familiarity with training functions and theory

- ◆ Provides team with direction and purpose focused on client outcomes and values
- ◆ Addresses performance and hold people accountable
- Demonstrates respect and cultural awareness; effectively manage own reactions
- Provides expertise in workplace accommodations in support of employees with disabilities.

SALARY: Dependent on Experience

DO NOT HIT "REPLY" TO ADVERTISEMENT. Resumes emailed, faxed or not sent through Agency's Applicant Tracking System will not be considered. Candidates should email cover letter and resume in a single PDF document with compensation requirements and resume to the following link:

https://workforcenow.adp.com/jobs/apply/posting.html?client=ggrc&jobId=295767&lang=en_US&source=CC3

GGRC is an equal employment opportunity employer.

Local candidates only. Please no phone calls or recruiters.

GGRC will consider for employment qualified applicants with criminal histories in a manner consistent with the requirements of the San Francisco Fair Chance Ordinance.

July 19