



Human Resources Manager

\$2,573.08 - \$3,961.54 Bi-weekly

\$66,900 - \$103,000 annualized*

Full Time, Exempt

Overview

First 5 Ventura County envisions a future where all Ventura County children are born healthy, thrive in nurturing environments, and enter school prepared and eager to learn. Catalysts for systemic change, we partner with parents, school districts, community leaders, and social and healthcare agencies to develop a service system that meets community needs. Our mission is to strengthen families, communities, and systems of care for children prenatal to 5 years through investments, expertise, and leadership, so all children reach their full potential.

By working through partners with a focus on prevention, we are able to maximize our collective impact and cost-effectiveness, and leverage community resources with federal, state and grant dollars.

First 5 Ventura County (F5VC) is part of a statewide voter initiative established under the California Children and Families Act of 1998 (Proposition 10), funded through an increased tax on tobacco products.

Position Description

F5VC is seeking a human resources manager to manage hiring and benefits and assist with our growing team in a family-friendly workplace environment. The HR Manager is responsible for: recruitment of a diverse team, hiring, performance evaluation, benefits, payroll, and professional development. This position reports to the Director of Human Resources and Operations.

Typical Duties and Responsibilities

Duties may include but are not limited to the following:

Hiring Process

- Conduct job analyses to determine the knowledge, skills, and abilities or competencies necessary for open positions working with the relevant supervisor; implement methods of screening for required competencies or knowledge, skills, and abilities.
- Develop job descriptions in collaboration with relevant supervisor.
- Develop staff recruitment strategies ensuring diverse representation.
- Review position announcements, advertisements, web postings, etc., to ensure accuracy.
- Support the development of screening and interview questions in collaboration with Director of HR & Operations.
- Coordinate interview processes with support from the Office Coordinator, including assembling interview panel.
- Oversee process to ensure it is fair and consistent; make recommendations for improvements.
- Coordinate pre-employment checks/verifications, e.g., references, Livescan.

Employee Onboarding and Exit

- Onboard staff according to established procedures.
- Coordinate with Office Coordinator to order business cards, name badges, etc.
- Enter all new hire information into online Paychex system.
- Provide exiting employees with notices required by law.

Employee Benefits

- Coordinate health care, retirement plan, life insurance and other benefit enrollment and re-enrollment and distribute related communications to staff. Liaison with representatives, and coordinate retirement and benefit education opportunities for staff.
- Serve as a resource related to FSA plan, answer staff questions, enroll and re-enroll employees.
- Coordinate COBRA notifications with 3rd party provider in collaboration with Director of HR & Operations.

*Starting salary is typically between \$66,900 and \$80,000 annually; however, it is ultimately determined by the scope of the position, the candidate's relevant experience, and internal equity.

HR Department Support

- Develop annual payroll and holiday calendars.
- Review bi-weekly payroll to ensure all employee timecards are complete, accurately coded, and have proper approval before submission.
- Answer employee inquiries related to online payroll system, Paychex, and liaise with Paychex representatives to troubleshoot employee questions and systems issues.
- Track time-off accruals in collaboration with Fiscal Administrator and provide bi-weekly reports to Supervisors.
- Maintain confidential personnel files, review for completeness and accuracy.
- Support the development of HR-related agency policies and procedures, aligning with new laws and best practices for family-friendly workplaces.
- Support compliance with federal and state labor and employment laws, employee relations matters, and general workplace safety.
- Maintain safety plan and review regularly for any updates for the main office and Neighborhoods for Learning locations, in consultation with relevant departments.
- Support the regular review of the employee handbook, personnel policies, and related procedures. Draft recommended updates on new or revised policies and procedures.
- Support staff training and compliance needs (sexual harassment prevention, CPR, etc.) and proactively identify professional development opportunities.
- Support staff performance evaluation process.
- Represent F5VC at career fairs.
- Support the recruitment of volunteers as needed.
- Organize and coordinate organizational events, meetings; prepare agendas, invite participants, reserve room/schedule Zoom, finalize presentations.

General Organizational Operations

- Research and identify best practices and work to improve internal operational systems with an eye towards future needs and economic circumstances.
- Suggest, develop and present annual updates to certain agency policies and procedures relevant to areas of responsibility.
- Obtain, interpret and ensure compliance with related federal, state, and local laws, regulations, policies, requirements and directives.
- Supervise assigned staff.
- Participate in strategic plan development and implementation.
- Represent the Commission as needed at local, regional, and state meetings.
- Maintain desk manual to document internal procedures for position.
- Prepare reports as required.
- Manage special projects and perform other duties as required.

Qualifications

Education

Bachelor's degree or equivalent in public administration, human resources, business, or related discipline. Master's degree preferred and may be substituted for one year of experience. Bilingual English/Spanish is desirable.

Experience

5 or more years of experience is preferred:

- General HR department support including payroll, and developing HR policies and employee handbooks
- Supporting an organization's recruitment, interview, selection, and hiring processes
- Managing benefits and employee evaluations

Experience in a public agency a plus.

General Knowledge, Abilities, & Skills

- Background and experience in human resources in nonprofit organizations or public administration.
- Excellent written and oral communication skills with demonstrated ability to develop and deliver reports, recommendations, and presentations.

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- Strategic thinker who considers internal and external stakeholder needs and considers impact when making decisions.
- Ability to interact and build relationships with a variety of constituencies, e.g. community partners, staff, and Commissioners.
- Mission-driven, self-directed, and attention to detail with excellent organizational skills.
- Outstanding project management skills and an ability to handle a complex environment with multiple priorities; navigates and is adaptive to ambiguous, fast-paced environments; handles uncertain situations professionally and reasonably; and maintains flexibility to respond to changing circumstances, deadlines, or priorities.
- Accesses available information and resources to problem solve and draw conclusions, identify solutions, and make recommendations.
- Demonstrated analytical and critical thinking skills; provides recommendations with supporting rationale and business reason. Resolves problems in a timely and effective manner.
- Innovative thinker who proactively suggests improvements to processes and programs.
- Make decisions and/or recommendations based on Commission policy, administrative procedures and thorough study and analysis with use of good judgment in recognizing scope of authority.
- Ability to work well as a team member and independently while collaborating with others to achieve desired goals/results.
- Ability to train, coach, and motivate staff.
- Awareness of confidentiality laws. Handle confidential information with discretion and sensitivity to and respect for the privacy rights of employees, clients, client families, and providers in all communications.
- Proficiency in Microsoft Office Suite (Word, Excel, PowerPoint, Outlook) and ability to use data systems and widely supported internet browsers. **Strong Excel skills required.**

Work Environment

- Organizational values include: integrity and equity, family, strategic, accountable, informed
- Fast-paced, diverse, positive, and dynamic environment.
- Some travel, primarily within the County and State to attend various meetings and seminars.
- Requires working some evenings and weekends.
- Work is sometimes physical, requiring setting up for meetings, lifting or carrying cumbersome materials of up to 25 pounds, e.g., easels, flip charts, refreshments, brochures, etc.
- Possession of a valid California Driver's License and appropriate insurance required.
- Position works in the main office in Ventura and may be eligible for hybrid/remote work, but must be available for in-person interviews and meetings throughout the week.

*Bi-weekly salary annualized at 260 work days per year

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