



**Job Title:** Human Resource Manager

**Supervisor:** Associate Director of Operations/Social Enterprises

**Date:** July 1, 2022

**Department:** Operations

**FLSA Status:** Non-Exempt

**Salary Range:** \$26 - \$29.19,  
Bilingual differential \$.58 cents /hr

### Organization Overview

Restorative Partners, Inc. (RP) is a nonprofit organization that transforms lives impacted by crime through healing services and relationships. We believe in accompanying and supporting anyone affected by crime on their healing journey and being an instrument of restoration and accountability. We believe that violence is never a solution to any problem and that every person is endowed with a sacred dignity, and is capable of changing, healing, and being restored. We believe that everyone deserves to be treated with respect and dignity. We believe that we can overcome violence with education, love, and compassion. [www.restorativepartners.org](http://www.restorativepartners.org)

### Essential Duties & Responsibilities

The Human Resource Manager (HRM) reports to the Associate Director of Operations & Social Enterprises and manages several key functions in human resources for the agency such as employment, compensation, benefits, training, and employee relations. Advises directors/managers and staff on employment laws, policies, and practices. Ensures the agency practices are in compliance with laws and participates in the development and implementation of new policies and practices. The HRM performs a variety of skilled administrative and clerical duties directly related to human resource activities. The ADOSE supervises the Operations & Development Manager, Cafe General Manager, and the Human Resources Manager. All work is done with an understanding and practice of a restorative justice approach to internal and external, employee and partner relationships.

### Other Duties and Responsibilities

- Identify staffing and recruiting needs, collaborate with executive leadership to develop and execute best practices for hiring, talent management, and retention
  - Develop Job descriptions and dynamic job postings
  - Screen resumes/application forms
  - Inform applicants about job details, such as duties, benefits, and working conditions
  - Schedule interviews for others; checking references; compiling data and preparing routine and special reports
  - Perform background checks
  - Lead employment branding initiatives
- Administration of the Agency's benefit plans, including responding to employee inquiries, completion of benefit orientations, editing of monthly benefit spreadsheets and auditing of benefit bills, Manage worker's compensation claims working with the worker's comp carrier
  - Understand the needs of the organization and industry trends, by selecting, negotiating, and administering competitive benefits and incentive programs that meet the needs of the organization
- Responsible for staff performance management including, but not limited to, performance recognition, morale, occupation health and safety, equal employment opportunity, training and development, and disciplinary matters

- Assist AD of Operations/Social Enterprises with employee relations by responding to inquiries from staff and supervisors and conducting investigations as needed
- Support the AD of Operations/Social Enterprises with an off boarding procedure
- Monitor and ensure the organization's compliance with federal, state, and local employment laws and regulations, complete the filing of employment-related compliance reports, manage compliance with Dept of Labor and Affordable Care Act regulations
  - Coordinate annual Employee Handbook revisions
  - Maintain accurate and updated files for all benefit plans, LOA requests, worker's comp claims,
  - Provide trainings and information to employees on policies and procedures
  - Develop and implement on-boarding training
  - Process unemployment claims and attend hearings as needed
  - Complete required reporting to State/Federal entities (labor statistics/multiple worksites, etc.).
  - Work with the Finance Director on employee payroll, time and expense implementation, and resolution of issues
- Cultivate a culture of collaboration and support for the staff
- Maintain accurate records and ensure contractual compliance
  - Prepare and manage staff timesheets and mileage forms for the Finance Director
  - Maintain employee databases and files and process status changes
  - Create forms and tracking sheets related to Human Resources
  - Create and update monthly HR spreadsheets and reports as needed for the HR Department, Accounting Department and branches
  - Develop and Maintain HR forms
  - Perform and manage staff clearances per contractual requirements
- Perform other duties as assigned

### **Knowledge, Skills, Talents, & Abilities**

- Knowledge of State and Federal HR laws
- PHR/SPHR Certification a plus
- Highly organized, with a "can-do" attitude to juggling various tasks
- Strong oral and written communication skills
- Proficiency with Google Drive, Dropbox, Quickbooks, and databases
- Interest and desire in serving non-profit sector preferred
- Excellent verbal and written communication skills needed, including proper spelling and grammar
- Must be reliable and prompt
- Ability to work effectively to a tight deadline and thrive under pressure
- Ability to work independently, give excellent attention to detail and handle confidential information in a professional manner.

### **Education and/or Experience**

- 2 years experience in HR **(Required)**
- High School Diploma/GED **(Required)**
- Associates Degree in Business Administration or related field **(Required)**
- Bachelor's Degree preferred or equivalent *(Preferred)*

*Restorative Partners is an equal opportunity employer and does not unlawfully discriminate on the basis of race, creed, national origin, disability, sex, gender identity, marital status, age, or any other protected status covered by federal or state law.*

**Benefits**

Vacation

Sick time

11 paid Holidays

Medical Insurance

Dental

Vision

Phone Stipend

Retirement Plan

**To apply email a cover letter, resume, and 2 letters of recommendation to Brandee Puett, Associate Director of Operations & Social Enterprises, [brandee@restorativepartners.org](mailto:brandee@restorativepartners.org)**