



Habitat for Humanity of Orange County Job Description

Job Title	Sr. Manager, Human Resources	Department	Administration
Reports to	CEO	Effective Date	November 2023
FLSA	Exempt	Status	Full-time

Job Summary/Position Overview:

The Human Resources Director is responsible for ensuring that the overall administration, coordination, and evaluation of human resources plans and programs are achieved. This position performs duties at the professional level in all the following functional areas: employee relations, training, recruitment, benefits, performance management, onboarding, policy development and implementation.

Duties/Responsibilities:

- Provide Human Resource leadership as the people leader for the non-profit organization of approximately 50 employees.
- Lead Human Resources operations and partner with Senior Leadership on organizational design, growth initiatives, workforce planning, employee relations/engagement, and maintaining our culture as we scale the business.
- Lead and develop the Human Resources function for the organization from the ground up, including recruiting, onboarding, compliance, benefits administration, leave of absence management, performance and compensation management, employee relations, training and development, terminations, and HR technology.
- Oversee talent acquisition process including conducting interviews, leading the candidate selection process, and employee onboarding.
- Engage with employees on employee relations matters, cultural initiatives, and day to day process development and improvement to provide a work environment conducive to success.
- Develop programs to recognize staff achievements and contributions, provide opportunities for team building, and boost morale and well-being.
- Contribute expertise to the development and delivery of policies and procedures.
- Monitor and implement compliance with federal, state, and local employment laws and regulations.
- Oversee management of HR information system (HRIS) (Paycom), benefit plans, and rollout of other platforms not currently being used.
- Review current HR systems and explore, and ultimately implement, new systems based on organizational needs.

Skills & Knowledge

- Demonstrate experience managing the HR function.
- Demonstrate initiative in determining new or modifying existing HR policies and procedures and effectively communicating them to staff and Board members.
- Demonstrate organizational leadership and decision-making capability at a senior management level in a collaborative manner.
- Ability to communicate to staff and Board members the short and long-term impact of HR policy and procedures.
- Ability to achieve goals and align interests through cooperation and collaboration with other groups and cross-functional teams, even where no direct reporting relationship exists.
- Demonstrate ability to exercise sound judgment and maintain confidentiality when dealing with sensitive matters.
- Excellent verbal and written communications skills, including editing skills with meticulous attention to detail.

Education & Experience

- Bachelor's degree required, master's degree preferred, in a related field such as Human Resources or Organizational Psychology.
- Minimum 5-7 years of HR Business Partner/Generalist experience across a range of competencies.

Physical Requirements:

	Not Required	Occasional	Frequent	Constant
Bending		X		
Keying/Fingering			X	
Hearing				X
Reaching		X		
Seeing				X
Speaking				X
Standing		X		
Walking		X		
Lifting over 20 lbs		X		