



# CATALINA ISLAND CONSERVANCY

**POSITION:** Human Resources Manager

**STATUS:** Full-Time, Exempt

**DEPT:** Administration

**REPORTS TO:** CEO/President

**UPDATED:** April 2017

**DEPT:** Administration

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## **POSITION SUMMARY:**

The Human Resources Manager (HRM) manages the administration and support of the human resource functions for policy and procedure development, payroll, performance management, benefits, recruiting, onboarding, employee recognition and off-boarding. Responsible for resolving moderately complex questions/problems based on expert knowledge of organization's policies and procedures and human resources practices, and completes payroll on a bi-weekly basis. The HRM works closely with the CEO/President on the strategic direction of human resources and is a contributing member of the Executive Management Team. The HRM manages one direct report part-time employee.

## **SUMMARY OF ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- Manage an effective human resources department for approximately 90 employees ensuring compliance with all state and federal laws and policies and procedures.
- Serve as advisor to supervisors to educate and train in the areas of human resources law, human resources policies/procedures and performance management.
- Align strategic direction of human resources with the mission and vision of the CEO and organization. Maintain close working relationship with CEO to create a collaborative work environment meeting strategic HR goals.
- Responsible for full cycle of recruiting including onboarding and off-boarding all employees including introduction to the culture of the Conservancy and the overall expectations of each position.
- Manage employee relations resolving questions and concerns, conducting investigations and making recommendations for effective resolution.
- Oversee records administration and retention including benefit plan participation, insurance and pension plan, employment changes, job description development, performance reviews and termination of employment.
- Provide exceptional internal customer service providing good follow-through with ongoing focus on employee retention and development.
- Plan, organize and coordinate development opportunities for the entire team including any mandated training. Some facilitation may be required.
- Remain current on all labor laws, update employee handbooks, and other documents as necessary.
- Manage leaves of absence including PDL, FMLA/CFRA, and PFL and ensure

- timely notification and compliance with policies and laws.
- Manage open enrollment process including evaluating current health plans, working with broker to obtain new plan bids and make recommendations.
  - Maintain professional and technical knowledge of human resources by attending educational workshops, reviewing professional publications, establishing personal networks and participating in professional societies.
  - Supervise the part-time Human Resource Assistant, which includes full performance management responsibility.
  - Responsible for handling Department of Transportation (D.O.T/FMCSA) Program, criminal background checks and reference checks.
  - Manage relationship with Employment Attorney on key topics or confidential issues with employee matters.
  - Oversee payroll process as necessary for timely processing, positive/negative trends and answering employee questions.
  - Various other responsibilities as assigned.

### **REQUIRED QUALIFICATIONS:**

#### Knowledge and Skills:

To perform the job successfully, an individual should demonstrate the following competencies to perform the essential functions of this position

- Advance understanding of human resources concepts, processes and services
- Strong organizational skills and attention to detail. Close working relationship with management team and open/honest conversations on difficult subjects.
- Manage confidential matters with professionalism
- Problem solving—the individual identifies and resolves problems in a timely manner and gathers and analyzes information skillfully.
- Interpersonal Skills—the individual maintains confidentiality, remains open to others' ideas and exhibits willingness to try new things.
- Oral communication—the individual speaks clearly and persuasively in positive or negative situations, demonstrates small group presentation skills and conducts meetings.
- Written Communication—the individual edits work for spelling and grammar, presents numerical data effectively and is able to read and interpret written information.
- Ability to communicate a compelling and inspired vision or sense of core purpose.
- Regular boat travel from Catalina to Long Beach.
- Cultivates the creative ideas of others.
- Experiment to find creative solutions.

### **EDUCATION/EXPERIENCE:**

- Human Resources Certification /Generalist or higher preferred with a minimum of five recent years related work experience or equivalent combination with a workforce of 50+ primarily nonexempt employees.
- Payroll experience with ADP is a plus.

**WORK ENVIRONMENT/ PHYSICAL DEMANDS:** The Physical demands describe here are representative of those that must be met by an employee to successfully perform the essential functions of this job or that an employee encounters while performing the essential function of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions

**Employee must live and work on Catalina Island**

- The work environment characteristics described here are representative of those an employee encounters while performing the essential functions for this job: the Human Resources Manager work location is at the Conservancy Office, in Avalon, CA; the location has moderate noise levels and is a non-smoking environment
- The majority of the job duties are performed in an office environment; the employee must occasionally lift and/or move up to 25 pounds.
- Driving into the interior to other locations on occasion.