

Job Title: Human Resources Manager
Department: Human Resources
Reports To: Chief Operating Officer

FLSA Status:
Prepared Date:

Exempt
July 2022

All employees are expected to represent the J's Vision, Mission, and Values while conducting their job duties:

Vision: The Stroum Jewish Community Center will inspire connections that build community and ensure Jewish continuity. Mission: Together we celebrate outstanding programs, partnerships, and spaces that welcome everyone to learn, grow, and celebrate Jewish life and culture. Values: K'lal Yisrael (Jewish Peoplehood), Hachnasat Orchim (Welcoming Everyone), Limud (Learning), Simcha (Joy), Derech Eretz (Respect and Common Courtesy), Shmirat haNefesh v'haGuf (Taking Care of Oneself, Body and Soul), Kehillah shel Chaverim (A Community of Friends).

Position Summary:

The Human Resources Manager is responsible for managing the strategic and operational human resources functions at Stroum Jewish Community Center, including employee relations, compliance, benefits and compensation, talent acquisition, HRIS management, policy and process development, and performance management.

Essential Duties and Responsibilities:

- Provide guidance and coaching to supervisors and employees on complex employee relations matters.
- Ensure compliance with federal, state, and local employment laws and best practices, including EEOC, FMLA, PFML, ADA, FLSA, and OSHA; maintain contemporary knowledge of laws, standards, legislation, and emerging trends that may affect organizational behaviors and practice.
- Oversee talent acquisition efforts, including job advertisements, proactive support to hiring managers, and identifying effective recruitment avenues.
- Partner with Chief Operating Officer on strategic functions, including workforce strategy and planning, performance management, and policy development.
- Manage compensation administration, including regular salary benchmarking and internal equity analysis.
- Oversee benefits programs, including managing vendor relationships with insurance carriers and brokers.
- Hire, train, supervise, support, mentor and evaluate Administrative Coordinator position.
- Oversee employee onboarding and offboarding processes, including directing work of Administrative Coordinator in carrying out associated tasks.
- Oversee use of HRIS software system for employee records and onboarding tasks; identify and implement additional uses of HRIS to support agency needs.
- Manage Unemployment Insurance and Workers Compensation claims.
- Manage medical accommodations and leave management processes.
- Collaborate with team members to develop and implement employee engagement initiatives.
- Partner with leadership team to develop and implement initiatives that foster a respectful, inclusive, and psychologically safe work environment.
- Partner with Chief Operating Officer to manage COVID-19 practices and communication.
- Partner with Accounting team on matters related to payroll, benefits administration, and audits.
- Meet regularly with managers to proactively address areas of need on their team.
- Develop and implement training and development plans for staff consistent with organization needs and priorities.
- Collaborate with business unit leadership to understand and respond to staffing needs, job specifications and duties, qualifications and skills needed; develop and update job descriptions and job advertisements.
- Conduct employee investigations, as needed.
- Develop and update HR policies, processes, tools and resources to meet the needs of the agency.
- Dissect organizational issues, changes, or opportunities, and propose creative solutions utilizing HR expertise/perspective and knowledge of current best practices.
- Other duties as assigned.

Qualifications:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education/Experience:

- 5+ years' relevant human resources experience.
- HR Certification (PHR/SPHR or SHRM-CP/SCP) and/or Bachelors degree in related field.
- Advanced knowledge and experience with HRIS software and MS Office (Outlook, Excel, Office 365, Teams, and Word).

Knowledge, Skills, and Abilities:

- Strong organizational skills and attention to detail.
- Strong interpersonal and collaboration skills; ability to work in a respectful and professional manner with people of all backgrounds.
- Strong verbal and written communication skills.
- Ability to prioritize work load effectively and exercise independent judgment and discretion.
- Ability to remain adaptable as priorities and other circumstances change.
- Ability to maintain strict confidentiality.
- Ability to work effectively both independently and as part of a team.

Additional Employment Requirements:

- Satisfactorily pass a criminal background check.
- Up-to-date with COVID-19 vaccinations, as defined by King County Public Health (employees may make requests for a reasonable accommodation in accordance with applicable laws)

Physical Demands and Work Environment:

The information described below represents the physical activities and surroundings one may encounter when performing the duties of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Physical Demands: To perform the job, the employee is frequently required to sit for prolonged periods of time at a desk, working on a computer, monitor and keyboard. The incumbent must be able to occasionally lift up to 15 pounds.

Environmental Conditions: The work is typically performed in an office environment, with a moderate noise level. Occasional travel to other areas of the facility may be required, where the noise level is moderate to loud.

SJCC is an Equal Opportunity Employer

At the SJCC, our mission is to create community spaces for all and to fulfill our obligation of **Tikkun Olam** – making the world a better place. We know that we cannot do this without providing inclusive opportunities for all and celebrating our differences. *As an equal opportunity employer, all qualified applicants will receive consideration for employment without regard to sex, gender identity, sexual orientation, race, color, religion, national origin, disability, Veteran status, age, or any other characteristic protected by applicable law.*