



Job Title: Human Resources Manager

Department: Human Resources

Reports To: President & CEO

Status: Full-Time/ Exempt

Schedule: 35 Hours/Week, Monday-Friday, 9:00 am-5:00 pm

Job Summary:

The Human Resources Manager serves as part of the leadership team and ensures that the Agency is compliant with Federal, State, and local employment law regulations, as well as provides senior executives with up-to-date information for effective benefit administration and staffing decisions.

Duties and Responsibilities:

- Serves as a resource for supervisors to discuss with and or resolve departmental or agency-wide HR issues and employee relations issues.
- Offers disciplinary procedures and guidance in compliance with HR employment labor laws.
- Responsible for all aspects of Human Resources, including, but not limited to, salary and benefit administration.
- Keeps up to date on employment and labor law changes and recommends and implements changes for compliance.
- Assesses the effectiveness of human resources and administrative services and uses the results for strategic planning.
- Supervises and monitors the administration of human resource procedures.
- Oversees heavy recruitment function which may include attending or arranging for recruitment at community and college career events, etc.
- Reviews and selects, in collaboration with the president, the agency benefits plans, i.e., health, 403(b) retirement plan and other insurance benefits.
- Manages the relationships with benefits' insurance brokers and HR legal counsel.
- Oversees agency's adherence to personnel policies.
- Oversees payroll function.
- Updates and revises personnel policies and procedures.
- Makes recommendation to President & CEO to amend or change personnel policies.
- Reviews annual performance evaluations and ensures that they are completed for all staff in a timely manner.
- Manages orientation and onboarding for new staff.
- Position will include travel to local school-based programs and sites.

Qualifications and Skills:

- Bachelor's degree and minimum of 4 years of experience in human resources and administration management.
- Specific expertise in human resources management and administration
- Experience working with a non-profit organization.



- A successful candidate should be an energetic, self-starter able to multitask with excellent oral and written communication skills.
- Must possess strong attention to detail and excellent organizational, interpersonal.
- Fluent in English and Spanish
- Must be able to work well independently, under pressure and can work creatively and effectively as a member of a team.

Salary: \$90,000.00 per year

CHCF offers a comprehensive employee benefits package. Paid time off includes 30 personal days and 13 holidays. Medical and dental insurance plans are funded by CHCF and 100% paid vision plan, life, accidental death and personal loss and disability plan and short-term and long-term disability insurance plans. Other benefits include a 403(b) Retirement plan with CHCF match, Health Care Flexible Spending Account (FSA), Dependent Care FSA and commuter benefits.

CHCF is an equal opportunity employer and is committed to maintaining a work and learning environment free from discrimination based on race, color, religion, national origin, pregnancy, gender identity, sexual orientation, marital/civil union status, ancestry, place of birth, age, citizenship status, veteran status, political affiliation, genetic information, or disability, as defined and required by state and federal laws.