



ALLIANCE FOR COMMUNITY TRANSFORMATIONS

PO Box 2075, Mariposa, CA 95338, (209) 742-6456, www.alliance4community.org

Job Title:	Human Resources Manager	Job Category:	Community Based
Classification:	Clerical Office Employee	WC Code #:	8742
Location:	Alliance Administrative Office	Travel Required:	No
Level/Salary Range:	\$3,840/mo	Position Type:	Full time; 40 hours/week
HR Contact:	Denise Conway	Phone:	(209) 742-6456
Name:		Date of Hire:	
Immediate Supervisor:	Deputy Director		
Benefits:	9 Paid holidays, 152 hours Paid Time Off per year. Cafeteria Plan with Health, Dental, Vision, Life Insurance, and Retirement Benefit Options.		

Applications Accepted By:

E-mail:
denise@alliance4you.org
 Subject Line: Human Resources Specialist
Attention: Human Resources

Job Description

Role and Responsibilities

Responsible for ensuring that the overall administration, coordination, and evaluation of human resources plans across all programs of the Alliance. All services provided by the HR Manager will be in line with the Alliance’s values of confidentiality and safety, equality and respect, empowerment, personal and professional responsibility, social change through education and advocacy, and sustaining ourselves and our communities. This position will begin 7.1.19.

Employee Hiring:

- Work with Program Director/Coordinator in Job Description creation and revision.
- Oversee recruitment efforts for all personnel, including writing and placing job ads.
- Conduct reference checks on potential employees.
- Organize interviews and communicate with applicants before and after interview.
- Work with Program Director/Coordinator in the creation of interview questions/matrix.
- Sit on interview panels when requested.
- Conduct Employee Orientations.

Employee Support:

- Provide employee relations counseling.
- Provide guidance to Director/Coordinator in working with employees.
- Review any documentation regarding employee performance.





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- Track staff evaluations. Sit in on 3 month evaluations.
- Make evaluation revision recommendations to ED/DD.
- Perform Benefits administration.
- Interpret Policies and Procedures for staff.
- Track Workers Comp Claims.
- Provide trainings as needed.
- Track required trainings for staff.
- Investigate staff complaints.
- Field Phone calls from staff.
- Conduct timecard review.
- Conduct staff morale survey each year; analyze results and give suggestions for moving forward.
- Initiate a staff Wellness Program
- Create a staff safety program

Employee Resignation/Termination

- Provide reference checks as requested.
- Conduct exit interviews with resigning staff. Analyze data to create report annually along with recommendations for improvement.
- Ensure proper documentation is in place for terminations.
- Conduct terminations alongside staff supervisor when needed.
- Provide needed information to EDD.

Administrative Duties:

- Review Salary Surveys bi-annually and make recommendations for compensation program.
- Maintain Affirmative Action programs.
- Participate in administrative staff meetings
- Maintain company directory and organizational charts.
- Recommend new policies and procedures when laws or best practices change.
- Update necessary forms and track information (driver's license info, auto insurance).
- Answer phones as needed.
- Work with outside HR consultant as needed.

Other Duties:

- Other duties as assigned
- Participate in staff meetings as scheduled
- Adhere to Alliance values and mission statement
- Represent the Alliance in the community in a professional and competent manner





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Qualifications and Education Requirements

Education/Experience:

- Bachelor in Human Resource Management or concentration in Human Resource Management preferred.
- Two years' experience working as an HR professional.

Ability to:

- Communicate effectively orally and electronically in writing with individuals and groups from various age groups and backgrounds
- Organize and prioritize tasks according to deadlines
- Work effectively with limited supervision, high stress, and rapidly changing situations and circumstances
- Demonstrate sensitivity to the cultural, ethnic, age, and socioeconomic diversity of the service population

Physical Requirements:

- Facility to sit at a desk, conference table, or meeting rooms of various configurations for extended amounts of time
- Facility to see, read, and distinguish instructional material, rules, and policies and other printed matter
- Facility to hear and understand speech at normal room levels, and to hear and understand speech on the phone
- Facility to speak in audible tones so that others may understand clearly in normal conversations and on the phone
- Physical agility to lift and carry up to 20 pounds
- Physical agility to push/pull, squat, twist, and turn
- Mental acuity to perform the essential functions of this position in an accurate, neat, timely fashion; to make good judgements and decisions, and to evaluate the results of those decisions
- Facility to drive a vehicle and have had a license for at least 5 years

Note:

This list of essential functions and physical requirements is not exhaustive and may be supplemented as necessary in accordance with the requirements of the job. Alliance for Community Transformations adheres to the provisions of ADA regarding reasonable accommodation procedures.

Additional Requirements:

- Must complete finger printing and background check upon hire, at Alliance expense. Failure to pass fingerprint clearance or background may result in withdrawal of job appointment
- Must have reliable transportation, a valid driver's license for 5 years, and DMV clearance

Alliance for Community Transformations Values: Confidentiality, Safety, Equality, Respect, Empowerment, Personal & Professional Responsibility, Social Change Through Education & Advocacy and Sustaining Ourselves & Our Communities.





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Alliance for Community Transformations is an equal opportunity, affirmative action employer. All qualified applicants will be considered regardless of race, color, religion, ancestry, national origin, age, gender, marital status, sexual orientation, medical condition or physical disability.

Reviewed By:		Date:	
Approved By:		Date:	
Initial Job Description Date:	5.2.19	Revised Job Description Date:	

*** Upon Hire, this will be signed and dated by the applicant. ***

Signature

Date

