Job Description

HR Manager
Rescue Mission Alliance Headquarters

Organization
Rescue Mission Alliance (RMA) is a Christian non-profit organization that has been serving the less fortunate in Southern California through emergency and long-term rehabilitation services since 1972. RMA partners with local churches to meet the spiritual needs of the people we serve at locations in four counties. RMA Administration provides centralized Finance, Human Resources, Information Technology, Donor Development, Mission Support and Operations services.

Summary
The Human Resources Manager oversees the HR team for the provision of human resources services, systems, policies and programs for the organization. This position is responsible to oversee the recruiting, hiring, and development of a superior workforce; for compliance with policies, laws, ordinances, regulations and industry trends; and serving as subject matter expert, as well as our safety program and the HRIS database. The HR Manager will also assist Managers and Supervisors in making decisions related to Human Resources and Safety.

This is a full-time, exempt position located in Oxnard, CA at Corporate Headquarters and reports to the Regional Vice President. Compensation is commensurate with skills and experience. This position is benefits-eligible according to applicable guidelines.

Essential Duties & Responsibilities
• Develops and improves HR department processes and procedures.
• Oversees recruiting and hiring practices and procedures to recruit and hire a superior workforce.
• Manages the development and maintenance of the HRIS ADP database including recruiting, hiring, on-boarding, performance, compensation and benefits.
• Provides HR related education and materials to Directors, Managers, Supervisors and employees including workshops, procedure manuals, employee handbooks, and standardized reports.
• Oversees the implementation of the performance management system that includes performance development plans and employee development programs.
• Oversees in-house employee training and new employee orientation.
• Recommends employee relations practices to establish a positive employer-employee relationship and promote a high level of employee morale and motivation.
• Assists Directors/Managers with the selection and contracting of external training programs and consultants.
• Conducts investigations when employee complaints or concerns are brought forth.
• Monitors and advises Managers and Supervisors in providing positive discipline.
• Monitors performance improvement plans for under-performing employees.
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- Reviews, guides, and approves management recommendations for employment terminations.

Essential Duties & Responsibilities (cont'd)
- Oversees the company safety and health programs including the tracking of OSHA required data.
- Reviews employee appeals through the company complaint procedure.
- Establishes the company wage and salary structure, pay policies, and oversees the variable pay systems within the company including bonuses and raises.
- Leads competitive market research to establish pay practices and pay bands that help to recruit and retain superior staff.
- Monitors all pay practices and systems for effectiveness and cost containment.
- Recommends cost-effective, employee-serving benefits, monitors national benefits environment for options and cost savings.
- Oversees the development of benefit orientations and other benefit training.
- Recommends changes in benefits offered, especially new benefits aimed at employee satisfaction and retention.
- Leads company compliance with all existing governmental and labor legal and government reporting requirements.
- Coordinates with insurance brokers, carriers and other outside sources that provide HR related services.
- Directs the preparation of information requested or required for compliance with applicable laws. Approves all information submitted.
- Serves as a primary contact with the employment law attorney and outside government agencies.
- Oversees employee communication and feedback through such avenues as company meeting, suggestion programs, employee satisfaction surveys, newsletters, employee focus groups, one-on-one meetings, and intranet use.
- Helps monitor the organizational culture so that it supports the attainment of the company goals and promotes employee satisfaction.
- Reports regularly on all HR activity including, but not limited to turnover, employee engagement, recruiting, hiring and other critical metrics.
- Promotes a hands-on, customer service HR environment that involves on-site visitation and problem-solving at all RMA locations frequently.

Supervisory Responsibilities
- Recruiting, development, training, and evaluating the Human Resources staff.
- Maintaining a high-level of integrity, camaraderie, and professional relationship with staff.
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- Demonstrating "Servant Leadership" in actual everyday situations in alignment with RMA’s Lead Like Jesus commitment and Mission/Vision/Values.
- Promote RMA Safety Program and ensure compliance, model safe work practices, provide safety training and recognition for safe behavior and practices.

Qualifications
- A solid Bible based Christian faith, compatible with RMA’s statement of faith and an active member of an Evangelical church.
- 5-10 years of progressive experience in Human Resources positions.
- Bachelor’s degree or equivalent in human resources, labor relations or related field and/or PHR/SPHR certification required. Master’s degree preferred.
- Active affiliation with appropriate Human Resources networks and organizations and ongoing community involvement preferred.
- Valid CA driver’s license and insurable under RMA.

Skills
- Knowledge and experience in employment law, compensation, benefits, employee relations, safety, training and development.
- An interest and proficiency at analyzing and responding to new laws and trends in Human Resources, and implementing needed policies and processes
- An interest and proficiency in analyzing RMA’s internal HR trends to better recruit, develop, and reward our employees, and improve RMA’s stewardship of our staff for maximum Kingdom impact.
- Knowledge and experience with implementing, operating and maintaining an HRIS database
- Collaborative – enlists information from all sources to ensure the best solutions.
- Outstanding oral and written communication skills.
- Excellent interpersonal and coaching skills.
- Service and action oriented – does what it takes to meet the expectations of customers.
- Demonstrated ability to supervise and coach Human Resource staff members.
- Excellent organizational skills.
- Advanced use of Microsoft Office products.
- Ethical and honest - evidence of the practice of a high level confidentiality.

Software
- Microsoft Office including Word, Excel, Adobe Reader, Power Point, File Maker Pro, ADP
- Company information system applications.
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Physical Demands
This position will function primarily in an office environment; however, business travel to remote locations, some of which can be hazardous due to the nature of our organization, may be necessary. Able to lift up to 30 lbs.

Work Environment
This position will function primarily in an office environment.

Acknowledgement
I have reviewed this job description with my supervisor and understand the requirements for the position and what is expected from me (please check one of the following boxes and sign below).

☐ I am able to perform the duties described in this job description without any special accommodations.

☐ I am able to perform the duties described in this job description with the following accommodations:

_______________________________________________________________________
_______________________________________________________________________

☐ I am not able to perform the duties described in this job description.

Employee Signature: ____________________________ Date: ________________