

## Job Posting

**Position:** Human Resources Director  
**Status:** Exempt

**Supervisor:** Chief Executive Officer  
**Type:** Full-Time

### **Human Resources:**

- Manage, lead, and oversee all aspects of SDWP's human resources efforts.
- Research, develop and compensation reviews and analytics.
- Proactively inform, document, and disseminate updates to the employee handbook.
- Update, develop and disseminate HR policies, procedures and forms.
- Drive and implement all requirements of medical benefits and insurance enrollment.
- Design and implement effective performance reviews.
- Ensure a streamlined recruiting strategy.
- Develop and implement employee engagement and recognition programs.
- Manage and update job descriptions to ensure relevance and clarity.
- Manage the injury and illness program, manual, training, etc.
- Manage benefits and relevant insurance coverages.
- Oversee departmental budget.
- Ensure a thorough staff data tracking system (e.g., training) and proactively report to leadership team.
- Build, promote, and manage SDWP intern program.
- Manage safety and wellness programs.
- Ensure adherence to all applicable federal, state and HR rules, regulations and laws.

### **Facilities Management:**

- Partner with landlord and Property Manager to ensure staff and facility needs.
- Oversee (America's Job Center of California) AJCC facilities, ensuring compliance with ADA/seismic regulations.
- Coordinate all facility needs and lease renewals.
- Present summary and details of maintenance costs and lease and sublease space.
- Assess and recommend current and long term space planning for SDWP and the AJCC network.
- Provide ergonomic assessments and equipment as needed.
- Manage mail, key/security support, safe moves, maintenance, and staff supplies.
- Manage and improve employee offerings (e.g., vending machines, etc) to improve employee experiences.
- Inventory/Fixed Asset Management — track and maintain in FileMaker and MIP. Document process and requirements to maintain state and federal compliance. Make recommendations to improve processes.

### **Qualifications:**

- Bachelor's degree in HR or related field, MBA (optional), PHR certification a plus
- Minimum 5 years demonstrated progressive experience in HR management, strategy and implementation
- Thorough knowledge of California and Federal labor laws
- Proven supervisor of administrative and support staff and leadership to improve productivity and mitigate risk
- Experience with nonprofit organizations preferable
- Skilled with Microsoft Office, Internet, project management

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- Experienced with database management (e.g., FileMaker, Access, etc.)
- Outstanding verbal and presentation skills
- Outstanding writing skills; strong writer and editor

**Professional Qualities:**

- Outstanding ability to identify new methods, better approaches, and integration of ideas from others
- Find and lead solutions to a myriad of challenges and opportunities
- Proactively lead, collaborate, and deliver results in a multi-service environment
- Embodies continuous improvement and has an intuition for identifying ways to improve any and all aspects of our work — and making that happen directly and/or through the teamwork of others
- Innovative thinker, with a track record for translating strategy into action plans and outcomes
- A great eye for detail and ideas for improvement on writing content, and aesthetics
- Very effective at “managing up” — providing concise, timely, relevant information
- Demonstrated skill and comfort in proactively building relationships with diverse staff
- Able to identify strategies and effective solutions when starting from only concept or idea
- Excellent judgment and creative problem-solving and conflict resolution skills
- A strategic support to the CEO and a key colleague on the leadership team
- Self reliant, excellent problem solver, results oriented
- Energetic, flexible, collaborative, and proactive
- A team leader who can positively and productively impact both strategic and tactical initiatives
- Strategic leader with experience supporting and developing a high performance culture
- Consistently makes good decisions through a combination of analysis, experience, and judgment
- Demonstrates integrity, strives for excellence in her/his work and those supervised
- Passionate about the SDWP mission and able to promote and communicate the philosophy, mission and values to external and internal stakeholders

**Salary / Benefits:**

Annual salary: \$80,000–90,000 based upon experience, skills, and education.  
SDWP offers a competitive benefits package, generous PTO and 11 paid holidays.

Please send your résumé to [hr@workforce.org](mailto:hr@workforce.org).

When sending your email, send your résumé and cover letter, and indicate “HR Director — 2017” in the subject line, followed by your last and first name.

No phone calls accepted. Principals only.

Employees are under an independent, merit-based personnel system and are not employees of the federal, state or local government. SDWP is an equal employment opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, gender, national origin, disability status, protected veteran status or any other characteristic protected by law. Auxiliary aids and services are available upon request to individuals with disabilities.