

Valley Oak Children's Services
Job Description

Job Title: Human Resources Manager

Department: Administration

Reports to: CEO

Grade: 4

Classification: Salaried/Exempt

PTO Accrual: Management (exempt) employees shall receive ½ (16 days) of PTO as of January 1 and ½ (16 days) on July 1. Leave shall be taken at the discretion of the CEO, but shall not interfere with the smooth and efficient operations of VOCS. Accrued PTO shall be payable upon separation.

Approved by Executive Director 8/15/13, Approved Changes 8/14, Approved by BOD on 5/14/15, Approved 5/18/18

VOCS Employee Responsibilities include actively supporting the Agency Policies, Mission, Vision and Values and becoming familiar with all programs operated by Valley Oak Children's Services.

Essential Duties and Responsibilities include the following:

- Knowledge of State and Federal Regulations applicable to California Department of Education (CDE), Child Development Services, Childcare Payment Programs, Title 5 regulations, Federal Child Care Food Program (CCFP), regulations for childcare providers, and CDE Funding Terms and Conditions.

Administrative Support Functions

- Supports the Executive Team administratively, maintains knowledge in overall Agency procedures, programs and funding contracts.
- Responsible for assisting with the operation of Administrative support functions including contract proposals, certificates of insurance etc.
- Assists with developing and implementing policy changes for general Agency administration and basic operations, including facilities.
- Attends Board of Director and committee meetings as needed.
- Participates in management team meeting, staff meetings, and strategic planning meetings as needed Performs other duties as assigned by the CEO.
- Provide appropriate VOCS representation in various workshops and meetings.
- Operate Outlook and Microsoft programs.
- Participate in workshops, meetings and trainings as assigned.

Human Resource Functions

- Maintain knowledge of Human Resource Administration including: Cal OSHA, ADA, Workers' Compensation, safety, employee benefits, State and Federal labor law, and wage and hour laws and keep CEO and Managers apprised.
- Assist with maintain and updating of the Agency's human resource management policies, operating procedures, internal controls, and human resource compliance.
- Manage the leave process include meeting and noticing the employees of their rights under PDL and CFRA.
- Manage ADA compliance and work with managers and employees regarding requests for accommodation.
- Report all workers compensation incidents in a timely manner and acts as the main point of contact for all related incidents.
- Perform annual ergonomic evaluations for all employees
- Assist with and maintain documentation of Agency's recruiting, interviewing, onboarding, employee evaluations, training and separation processes for fiscal and program operations as directed.
- Responsible for maintaining and updating the employee handbook as necessary.
- Ensure employee data is kept current in HRIS.
- Demonstrates respect, fairness and cooperation for fellow employees and clients at all times.
- Maintain high level of professionalism and confidentiality at all times.
- Engages in open and honest communications.

Compensation and Benefit Functions

- Assist with maintaining documentation and renewal of employee benefits as directed.
- Coordinate open enrollment and the collection of open enrollment documents for all staff using agency benefits.
- Communicate effectively with Agency staff regarding employee benefits and compensation issues.
- Maintain knowledge of and keep CEO and Managers apprised on State and Federal employment regulations, benefit and compensation policies, personnel procedures and classification programs. Backup for payroll processing. Knowledge of wage and hour law regarding to payment of wages.

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.

- Ability to remain calm under pressure and to demonstrate a high level of critical thinking skills. Must be extremely flexible and able to work with frequent interruptions and changing conditions.
- Proven leadership skills in dealing with people.
- Good written and oral communication skills and experience dealing with and managing people.
- Ability to maintain confidentiality of information acquired in the performance of duties.
- Very good office skills as well as computer knowledge and input ability.
- Proven leadership and communication skills in dealing with coworkers and community members
- Knowledge of all departments within the Agency, their function and how they contribute to the success of the Agency.
- Ability to work as a team member and take direction, as well as the ability to take responsibility and make appropriate decisions.
- Able to prioritize tasks and demonstrate strong problem solving skills and the ability to communicate the basis for decisions that are made.

Education and Experience

- Prior work experience in a Human Resource Role (minimum 3 years required)
- Understanding of HR policy compliance and California law
- (Required) Bachelor's Degree in Human Resources, Business Administration, or Business Management
- Professional in Human Resources (PHR) or similar licensing is a plus
- **Certificates, Registration, Licenses:** A valid California driver's license is required. Vehicle liability insurance is required per the state of California. This position requires travel and dependable transportation.