

REGIONAL CENTER OF THE EAST BAY
JOB DESCRIPTION

POSITION TITLE: Director, Human Resources and Support Services

SALARY RANGE: Salary will commensurate with qualifications and experience

REPORTS TO: Executive Director

LOCATION: San Leandro, CA.

POSITION SUMMARY

The mission of RCEB is to assure that individuals with developmental disabilities are able to achieve inclusive lives in their community. The Director of Human Resources is responsible for Regional Center of East Bay's efforts to develop and maintain a respectful, positive and supportive work environment for all staff. Staff in all roles contribute to our mission. With such an environment, staff are best able to contribute to seeing our mission realized.

Responsibilities include directing and maintaining agency-wide policies and programs for human resources administration, maintaining productive and collaborative labor relations, recruitment and retention of staff, payroll, compensation, benefits and training/organizational development. This position is also responsible for our support staff functions and the manager of support services.

ORGANIZATIONAL RELATIONSHIP

This position reports directly to the Executive Director and is a member of the Senior Management Team. Supervises Human Resources staff and administrative service manager/function and staff.

POSITION SPECIFICATIONS:

Education and Experience

Graduation from an accredited college or university with a Bachelor's degree in Human Resources or a closely related field and four years of progressively responsible professional Human Resources work or any combination of training and/or experience that would likely provide the desired knowledge and abilities. Preference for experience in larger nonprofit agencies. A Master's degree in a related field can be substituted for one year of the required experience.

Experience in administering collective bargaining agreements is desirable.

Knowledge and Abilities

Knowledge of management principles, principles of Human Resources administration, State and Federal laws and regulations regarding employment, collective bargaining agreements,

Director, Human Resources and Support Services
Job Description
Page 2

employment relations, principles, methods and techniques of position classification, compensation, selection procedure development, interviewing, recruitment and training.

Demonstrated experience with leading to assure mutually beneficial solutions in a large and diverse agency. RCEB currently has over 450 staff in two locations. Ability to resolve issues in a reasonable fashion and ensure that staff are treated with respect and recognized for their efforts.

Ability to utilize and evaluate computer systems for human resource functions including spread sheet software, databases, payroll systems, and others. Must be willing and able to implement new technologies as they emerge.

Ability to implement and improve various Human Resources systems; analyze, interpret and apply laws and regulations, analyze technical and administrative Human Resources problems and recommend solutions, make oral and written presentations.

Experience in modeling and coaching principles and practices of leadership, management, supervision, organizational effectiveness and development, change management, conflict resolution and group dynamics in an organizational setting.

Experience in supporting and managing a culturally, linguistically and ethnically diverse workforce while championing equity and inclusion.

A valid CA driver's license, automobile and current auto insurance required.

Duties and Responsibilities:

Specific duties of this position include, but are not limited to the following:

1. Plans, directs and carries out policies and programs relating to all phases of Human Resources activities. Ensures a positive, supportive working environment for all staff through all duties and responsibilities.
2. Ensures consistent administration and interpretation of personnel policies and procedures throughout the organization. Develops and regularly review personnel policies and procedures.
3. Leads the negotiation team for collective bargaining. Administer the provisions of the collective bargaining agreement.
4. Serve as a resource to managers in discussion and resolution of employee relation issues.
5. Develops and oversees agency recruitment and retention processes. Ensures effective training requirements and programs for staff and managers to maximize professional growth. Plans and oversees new employee orientation and other key human resource trainings.

Director, Human Resources and Support Services
Job Description
Page 3

6. Oversees the administration of employee benefits function, evaluates benefit programs to ensure competitiveness and cost effectiveness, and develops and implements new programs to meet the organization's needs. Oversees the maintenance of record of insurance coverage, retirement savings plan, and personnel transactions such as hires, promotions, transfers and terminations. Functions as the agency expert on CalPERS.
7. Ensures compliance with State and Federal government laws and regulations that relate to Human Resources. Monitor developments and incorporates new legal requirements and industry trends to the human resources programs. Interprets and applies laws, regulations and court decisions pertaining to human resources and equal employment opportunities.
8. Oversees Administrative Services and directs the Administrative Services Manager who is responsible for the support and office services operations of the agency.
9. Directs and supervises Human Resources staff in all functions.
10. Establishes clear, effective lines of communication through the organization to keep all employees well informed regarding Human Resource matters and policies.
11. Oversees safety and risk management program for the Agency; works to coordinate compliance with all State and Federally mandated safety and risk management programs such as the Injury and Illness Prevention Plan.
12. Participates as part of the RCEB Labor Management Committee, in local and statewide meetings related to job functions, and in professional development opportunities.
13. Prepare reports and statistical data as required.
14. Participates in special projects, and assist with additional duties or tasks, as assigned.