



San Andreas Regional Center Human Resources Manager

Location: Campbell, CA
Salary: \$5112.00 - \$6214.00 Monthly
Benefits: Competitive benefits include: CalPERS pension plan, 100% of employee's medical, dental, & vision premiums are paid for full time permanent employees.

San Andreas Regional Center is a non-profit organization that serves children and adults in the developmentally disabled community. As the demands for our services increase, we look for qualified candidates to assist in the growth of our organization.

JOB SUMMARY: Under general direction, this position is to effectively plan, manage and coordinate the full scope of Human Resources functions, services, roles, and responsibilities and to ensure all legal and regulatory mandates are met within the San Andreas Regional Center. This position serves all of San Andreas Regional Center employees, supervises a small staff and is a vital member of the Regional Center's administrative team. This position reports directly to the Director of Administrative Services.

TYPICAL TASKS:

- Ensure Regional Center Human Resources policies and practices are consistent with best practices, legal mandates and requirements of State and Federal laws and regulations.
- Develops and maintains systems and documentation of all Human Resources functions and activities as required by law.
- Facilitates and coordinates a wide variety of professional development programs and training within the Regional Center to ensure staff has the knowledge and skills necessary to implement the vision and philosophy of the agency.
- Develops, administers and coordinates a comprehensive Equal Opportunity Program in the areas of employment, contract compliance, civil rights mandates and enforces and manages the Regional Center's discrimination complaint processes.
- Serves as a member of the Regional Center's negotiating team, formulates management strategies for labor negotiations and grievance arbitration.
- Prepares and presents reports and information as directed by the Director of Administrative Services.

EMPLOYMENT STANDARDS: Education, training and experience equivalent to the possession of a Master's degree in Human Resources, Organizational Development, Industrial Psychology or related field and four years of increasingly responsible experience in the field of Human Resources OR a Bachelor's degree in the field of social or human services and certification as Senior Professional in Human Resources - California Certification (SPHR-CA) from the Society of Human Resources Management (SHRM) and four years of increasingly responsible experience in the field of Human Resources.

KNOWLEDGE OF:

- Statistical methods, records management, human resources information systems and communication techniques utilized in the presentation of management information in the field of Human Resources.
- Principles and practices of management necessary to plan, organize, direct, manage and evaluate the staff and functions of the Human Resources Division.

Principles and practices of leadership, management, supervision, organizational effectiveness, change management, conflict resolution and group dynamics in an organizational setting.

ESSENTIAL JOB FUNCTIONS: Use of an automobile, possession of a valid California Driver's License and automobile liability insurance for the minimum prescribed by law or the ability to provide for independent transportation.

SEND RESUME: Maile Llewellyn, Executive Secretary
San Andreas Regional Center
P.O. Box 50002
San Jose, CA 95150-0002
Fax: (408) 379-9038 Or E-Mail: samaile@sarc.org