



## Job Announcement (12/30/11) Human Resources Manager

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### ***Agency Description:***

Instituto Familiar de la Raza, Inc. is a multi-service community health and social service agency with emphasis in serving the Chicano/Latino community in San Francisco with a special focus on the diverse needs of the Mission District. Services include a wide range of mental health, HIV related services, and social services including health promotion, education, prevention, early intervention, case management, and clinical and artistic mentoring services, psychological and psychiatric interventions as well as cultural/social and spiritual re-enforcement. The agency serves children, youth, adults and families; it has a rich history of working collaboratively with other agencies to meet the needs of the diverse Chicano/Latino communities, and other cultural/racial communities in San Francisco.

### ***Program Description:***

### ***Essential Job Duties:***

1. Plans, develops, recommends, coordinates implements, and revises staff personnel policies and programs related to employment, compensation, benefits, performance evaluations, safety, and employee relations
2. Oversees staff recruiting and hiring process, monitors performance evaluation system, provides guidance and assistance regarding progressive disciplinary actions and processes all staff terminations
3. Manages employee benefits (i.e. medical, dental, cafeteria plan, COBRA, workers compensation)
4. Provides employee relations guidance to the agency and coaches supervisors to manage internal complaints
5. Ensures compliance with necessary legal requirements and policies (i.e. EEO, ADA, OSHA, etc.). Collaborates with senior managers to resolve employee related external complaints from regulatory bodies or court actions
6. Plans, develops and delivers staff training in the areas of EEO, ADA, supervisory skills, performance evaluation and safety compliance
7. Member of the Executive Committee (Concilio) and Leadership Committee; co-chairs Safety Committee
8. Function as a one person Human Resources Department with some Administrative Support from Executive Assistant

### ***Secondary Duties:***

1. Interfaces with payroll department regarding new hires, changes, etc.
2. Maintains all document and electronic Human Resources records
3. Performs other duties as required by program and/or agency

### ***Positions Supervised: N/A***



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### ***Required Skills:***

1. Five or more years' experience in administration of human resources at generalist level and/or HRM Certificate or BA degree in human resources
2. Two or more years' supervisory experience
3. Knowledge and experience of personnel administration, recruiting, organization and management
4. Experience managing employee-benefit compensation plans, including health and retirement plans
5. Extensive knowledge of State and Federal employment law
6. Knowledge of health and safety laws
7. Intermediate computer skills including word processing, database and spreadsheet
8. Strong prioritizing, problem-solving and organizational skills
9. Demonstrated ability to maintain confidentiality
10. Experience with employee relations
11. -Ability to work as a one person Human Resources department
12. Strong oral and written communication skills
13. -Strong computer skills and database management
14. Submit to fingerprint clearance
15. Annually provide proof of T.B. test' results

### ***Preferred Skills:***

1. Two or more years of management level experience/skills
2. Bilingual in Spanish and English; bicultural
3. Experience working in a non-profit settings
4. Experience in conducting in-service training programs

### ***Compensation and Benefits:***

Salary range \$55,000.00 to \$60,000.00 depending on qualifications and experience; this is a full time - exempt position with benefits.

All full time positions at IFR are 35 hours per week and are eligible to participate in benefit medical health plans including dental, vision, 403(b) plan, earn vacation, sick leave, paid holidays, and on-going opportunities for learning.

### ***Physical Demands:***

The position requires the physical ability to stand, walk, climb or balance and reach with hands and arms up to 2 hours per day; key at the computer for up to six hours a day, and to sit, talk, hear, use hands to finger, handle, feel or write, and to use sight for up to seven hours a day. The ability to lift about 10 lbs occasionally is needed.

### ***To Apply:***

Submit cover letter and resume to:  
Rosa Maria Estrada, Interim HR Manager  
Instituto Familiar de la Raza, Inc.  
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San Francisco CA 94110  
sila.alvarenga@ifrsf.org