



## Human Resources Manager

### *Position Description*

Human Impact Partners (HIP) is looking for a Human Resources Manager to support our growing organization. This is an exciting opportunity to provide values-based human resources support to an incredible team working to center equity in the field of public health and build collective power with social justice movements.

**Status:** Full-time

**Starting Salary Range:** \$75,000-\$85,000

**Reports To:** Operations Director

**Target start date:** July 25, 2022

**Location:** Strong preference for candidates who can work from our Oakland, CA headquarters where our operations team, physical records, and majority of staff are located. Remote staff are expected to travel to Oakland for in-person work at least 2 times annually, in addition to other work-related travel.

## About Human Impact Partners (HIP)

[Human Impact Partners](https://www.humanimpact.org) is a national public health organization that transforms the field of public health to center equity and builds collective power with social justice movements. We are a growing nonprofit with ~20 staff, headquartered in Oakland, CA and with staff across the country.

We believe that sustainable, long-term change to improve social, economic, and political conditions comes about through organized social movements, and by explicitly challenging unjust power imbalances and systems of advantage and oppression. With racial inequities and power inequality at unprecedented levels, public health must be deeply engaged in larger social justice movements to achieve health for all. This requires building bridges between our worlds, so that public health's power — our voice, evidence, and resources — are more strategically aligned with and responsive to social movements that are leading the changes we need to advance health and racial equity.

To that end, HIP conducts advocacy, organizing, policy-driven research, and capacity building to target public health practitioners, health institutions, and the broader social and economic systems and policies that create health, with a particular focus on community safety, economic security, housing justice, and climate change. The throughline in all of this is our support of grassroots community power-building organizations to help build their power and bridge with public health.

## About the Position

The Human Resources Manager will join the Operations Director and Operations Associate in providing internal solutions that support staff to do their best work, and advancing organizational practices that align with our values, especially racial justice, centering relationships, and emergent practice.

This is an exciting time to help us tackle the increasing HR demands of an evolving organization. You'll be leading our efforts to continue providing equitable and compassionate human resources support through a period of growth, and engaging with all staff to ensure that payroll, benefits, and other systems are highly accurate and easy to navigate. And you'll be part of a team that welcomes new staff with warmth and curiosity about you as a human.

We're looking for someone who is enthusiastic about tracking details and keeping processes moving, while being friendly and approachable and keeping administration simple and supportive. This is a great role for someone who is both detail- and people-oriented, who wants to help advance equity in the field of HR, and who wants to learn and be heard as a member of a hardworking, collaborative, and values-driven team.

### **Human Resources Manager Responsibilities:**

- Payroll and benefits administration (40-50%)
  - Maintain and process changes in payroll system and benefits enrollments
  - Process semi-monthly payroll and retirement contributions
  - Manage annual renewals and Open Enrollment for health and FSA benefits
  - Coordinate planning and implementation of leaves of absence, including parental, medical, and sabbatical leave
  - Serve as point of contact with payroll and benefits providers, including insurance brokers (who also coordinate organizational insurance, below)
  - Proactively communicate with staff about HR deadlines, instructions, and procedural updates
- Employment administration & HR compliance (30-40%)
  - Maintain complete and accurate employee records and staff/organizational certifications to ensure HIP is in compliance with HR law
  - Stay abreast of changes to HR law and recommend updates to HR policies and procedures to respond to new requirements that may arise
  - Complete annual nondiscrimination testing surveys and noticing for retirement and benefits plans
  - Maintain up-to-date materials for new staff and end of employment, including required notices

- Coordinate onboarding process for new staff, and manage payroll and benefits enrollment
- Coordinate offboarding process for departing staff, and manage payroll and benefits transition
- Maintain and update staff HR resources; provide training, instruction, and support to staff on HR policies and procedures
- Organizational insurance (10%)
  - Maintain organizational insurance policies including general liability, D&O, and workers compensation
  - Review and update HIP's portfolio of insurance policies and recommend updates or new coverages as needed
  - Serve as point of contact with insurance brokers for COI certificates, changes to coverage, and other administrative needs
- Other (10%)
  - Collaborate with the Operations Team to anticipate and address staff operations needs broadly, align operations work with HIP values and culture, and provide peer support with problem solving, learning, feedback, and help in crunch times
  - Actively participate in HIP's organizational development work to deepen our equity practices and build trusting relationships across teams

## About You

### Values

- A deep commitment to [HIP's mission, vision, and values](#)
- A demonstrated commitment to high professional ethical standards and putting values into practice
- A service-oriented approach to human resources that balances purpose and process
- A communications style characterized by patience, compassion, directness, and listening

**Skills and expertise:** *(This section describes the skills and expertise that are most important to this position. We realize not everyone will be equally strong in all of these areas. We also know you can bring strengths and talents beyond what we've listed! If you have a vision and excitement for this role and our organization, we welcome your application.)*

- At least 3+ years experience in human resources, preferably in a nonprofit organization; HR certification or training a plus
- Experience in project and process management; highly effective at setting and adhering to timelines, tracking and following up on tasks, and seeing projects through to completion
- Extremely well organized; able to create and maintain effective systems for keeping records and storing information; high attention to detail and follow-through

- Extremely conscientious with personal information to ensure accuracy, confidentiality, and respect for all staff
- Strong interpersonal communications skills, including the ability to give clear and concise instructions, respond to others with empathy, and build trust with people from diverse backgrounds and life experiences
- Demonstrated experience managing competing priorities while maintaining high standards of quality and responsiveness; flexible and able to pivot as circumstances require
- Lived experience belonging to communities most impacted by structural inequities
- Self-motivated and curious in both responding to problems and pursuing professional growth; high level of self-awareness and ability to give and receive feedback well
- Experience with administration of benefits, including managing brokers/vendors and completing audits and other annual reporting requirements
- Experience with FMLA, CFRA, COBRA, ERISA, and ACA
- Experience integrating equity and racial justice into all aspects of HR work
- Experience managing HR in multiple states a plus; if one of those is California, extra plus

**How to apply:** Please submit all of the below as a single PDF document to [HRManager2022@humanimpact.org](mailto:HRManager2022@humanimpact.org) by **June 3, 2022 at 4pm Pacific Time**. We will begin reviewing applications at the deadline; if you need more time please let us know.

- A cover letter describing why you believe you are a good fit for this position and organization
- Your resume or CV
- 3 references (we will not call references without letting you know first)
- An internal email or guide that you wrote to inform employees about an HR process, policy change, or new system; if longer than 3 pages, please provide an excerpt that includes the context/background provided to employees (not just instructions)

### **Hiring Process:**

Our hiring process typically involves: a first round interview that lasts ~1 hour; a second round interview that lasts ~2.5 hours, including time to learn about compensation and benefits with our Operations Director; and checking professional references for our final candidate(s). By the end of the process, we're hoping candidates will have had a chance to meet between 3-5 HIP staff. We will inform you of the staff you are interviewing with in advance. We expect to complete this process by July 25, 2022 and we will notify all applicants of their status by that date.

### **Compensation and benefits:**

- Starting salary range: \$75,000-\$85,000 annually.

- Time off (annually): 12 sick days; 3 weeks vacation for first 2 years, increasing over time to 5 weeks at 5 years; 9 annual holidays plus winter holiday closure from December 24-January 1; and 1 floating holiday.
- Health care: Full medical, dental, and vision coverage. HIP pays 100% of staff premiums and 50% of premiums for eligible dependents.
- Retirement: staff may contribute to either a regular or ROTH 403b plan; after 6 months on staff, HIP contributes the equivalent of 7.5% of salary to our 403b plan, regardless of employee contribution.
- Permanently remote staff: Funds for home office workstation equipment and furniture, and reimbursement for ongoing home office expenses. Remote staff are expected to travel to Oakland for in-person work at least 2 times annually, in addition to other work-related travel; work-related travel expenses are covered by HIP.
- Additional benefits: Flexible spending accounts for health and dependent care expenses, ClipperDirect (for Bay Area staff), monthly cell phone reimbursement, annual professional development funds, and a flexible, wellness-oriented work culture and schedule.

**Equal Opportunity Employment:**

Human Impact Partners is an Equal Opportunity Employer. We strongly encourage people directly impacted by the issues we work on (such as community safety, economic security, housing, immigration), people of color, people with disabilities, and LGBTQ+ folks to seek employment or board opportunities with us. We don't conduct criminal background checks on candidates.