



In House Job Opening

Job Title: HR Programs Manager

Department: Administration

Supervisor: Human Resources Director

Grade: 34

Status: Exempt

FTE: 1.0

Solid Ground believes poverty is solvable. Our communities are stronger when we support stability and break down the barriers to overcoming poverty. Solid Ground does both. We combine direct services with advocacy to meet basic needs, nurture success, and spread change. Through our programs, people gain stability and build skills that equip them to move forward in their lives. Through advocacy, we work toward ending racism and other oppressions embedded in our institutions, policies, and culture that hold people back from succeeding. We bring the voices of people experiencing poverty into the political process, furthering social justice and supporting our entire community to reach its potential. As our workforce evolves to reflect the diversity of the communities we serve, our agency and workplace will be enriched and strengthened and as such we will:

- Demonstrate the initiative to learn and enhance skills that promote anti-racism, cultural competency and an understanding of oppression and its impact
- Participate in intentional learning efforts, including events relating to understanding and dismantling institutional racism and building cultural competency

Job Summary: Under the supervision of the Human Resources Director, the HR Programs Manager is responsible for managing the development, implementation and maintenance of human resources programming and practices including recruiting, learning and development, compensation, performance management, benefits, among others. Additionally, and in collaboration with the Employee and Labor Relations Manager, this role will assist the organization in employee relations. Primary responsibilities include reviewing, designing, and updating HR programs for the entire staff that promotes staff engagement, development and retention. This position supervises a HR Business Partner, the Learning Program Manager and junior HR administrative staff.

Essential Responsibilities, Duties & Tasks:

- 50% Direct, design, administer and maintain key HR programs, practices and policies that support the engagement, development and retention of staff at the agency. This includes, but is not limited to, recruiting, onboarding, performance management, role clarity and descriptions, learning and development, employee engagement, and compensation. Utilize data and other relevant information to measure impact and progress of HR programming. Stay abreast of best practices in human resources to consider and incorporate for the agency.

- 20% Hire, train, supervise and evaluate direct reports. Mentor and implement professional development goals and actions plans for the HR department and team. Monitor progress of Human Resource tasks and distribute the workload; keep Human Resource Director updated on significant issues and participating in resolving these issues. Maintain functional knowledge of legal requirements related to day to day management of employees, reducing legal risk and ensuring regulatory compliance.
- 20% Manage agency benefits administration. Main point of contact with our Insurance Broker. Prepare and develop benefits communications to ensure employee understanding of benefits programs. Assures compliance to all benefit related laws and statutes. Coordinate annual review and selection of employee benefit plans, and ensure that benefit programs satisfy employee needs and meet all applicable governmental regulations. In conjunction with plan administrator track and disperse funds and documents for 401 (k) plan. Serve as lead on the annual Solid Ground 401k audit as well as assist the Payroll Bookkeeper in periodic audits of the OPEIU 401(k) plan.
- 10 % In collaboration with the Employee and Labor Relations Manager, provide advice and counsel to management regarding employee conflict and other employee relations issues, particularly for non-union issues.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

Education & Experience:

Requires one of the following:

- a) Five to seven years of experience in Human Resources administration; or
- b) Bachelor's degree and at least three years in a senior management position in Human Resources administration; or
- c) Any combination of education, experience and measurable performance which demonstrates the capability to perform the duties of this position.

Preferred Qualifications:

- Non-profit and/or Government experience preferred
- Certification as Professional Human Resources Certification
- At least two years of experience supervising and managing staff

Minimum Qualifications:

- Knowledge of human resources laws, practices, processes and procedures.
- Excellent communication skills, both oral and written.
- Excellent customer service skills.

- Ability to maintain confidentiality of staff and other sensitive information.
- Self-motivated with an ability to problem solve.
- Ability to work individually in a self-directed manner and as part of a team in group projects.
- Proficient knowledge of computer software (Microsoft Word, Outlook and Excel).
- Knowledge of computerized information systems used in human resources applications.
- Willingness and ability to work with people from a variety of racial, cultural and economic backgrounds, with various lifestyles, sexual orientations, and of all ages.
- Excellent organizational skills, initiative and attention to detail.
- Ability and willingness to work outside of normal business hours to attend meetings, make presentations, etc.
- Access to reliable transportation, valid driver's license, vehicle insurance that meets Washington State's minimum guidelines and the ability and willingness to travel throughout King County.

Anti-Racism Initiative (ARI) Expectations:

- Foster discussion and learning among staff to better understand and dismantle institutional racism.
- Abide by and support agency-wide efforts to incorporate anti-racism principles and cultural competency and standards into all hiring processes and performance evaluations.
- Enhance personal skill development as well as guiding managers and supervisors in their own skill development.

Physical Demands/Working Conditions: This position works in an office setting, performing computer work 50% of the time, 25% of the time working on projects, reports, budgets, contracts, and 25% attending meetings. Position requires employee to lift/carry up to 20 pounds rarely, 5-10 pounds occasionally and push/pull 1-5 pounds frequently. Position has the ability to sit/stand as needed. Stairs not required.

Hours & Compensations: This is a fulltime position paying annual salary starting at \$73,341 plus benefits. Benefits include medical, dental, short-term and long-term disability insurance, basic life insurance, 401(k) savings plan including agency contribution and match, holiday pay, generous paid personal leave package and tax-sheltered health care and dependent care accounts.

To Apply: Applicants must complete the Solid Ground Application Form specific to this position. To find an application online, go to <https://www.solid-ground.org/get-involved/careers/> then click on the Job Title for this position and complete the application. You may also leave a message on our job line at 206.694.6840 requesting a specific job application, or you may apply in person at 1501 North 45th Street in Seattle's Wallingford neighborhood. **Please attach a cover letter and resume**

Closing Date: Open until filled

Solid Ground is an equal opportunity employer committed to workplace diversity. We do not discriminate on the basis of gender, age, race and color, religion, marital status, national origin, disability or veteran status