



Position:	Human Resources Manager
Department:	Human Resources
Reports to:	Director of Human Resources
Compensation:	\$75,000 Annually
Status:	100%, Full-Time, Regular, Exempt
Probation:	180 days
Benefits:	Medical, Dental, Vision; also including Life Insurance, Long-Term Disability, Employee Assistance Program, and a 403(b) Retirement Plan

Center's Mission:

Building a world where LGBT people thrive as healthy, equal, and complete members of society.

DEPARTMENT SUMMARY: The Department of Human Resources focuses on the employee experience at the Center. We are a Mission-driven group of colleagues who develop strategies for growth and engagement of Center Staff through an inclusive culture where we can all bring our authentic selves to work. Human Resources fosters employee and labor relations through the Center's approach to onboarding diverse talent, promoting well-being with our robust package of benefits, and staying true to our core values through culturally-competent training. Human Resources is a partner to the organization in creating an environment where Center Staff can do our best work to serve the LGBTQ+ community.

JOB SUMMARY: The Human Resources Manager spearheads employee learning and development. This includes upskilling and reskilling, career pathing, management, and leadership development. A focus on continual learning helps to build a cohesive and collaborative culture where all employees feel competent and valued. Also responsible for performing HR-related duties on a professional level and working closely with management. This position carries out responsibilities in the following functional areas: performance management, employee and labor relations, training, onboarding, policy implementation, recruitment/employment, and employment law compliance.

ESSENTIAL FUNCTIONS:

- 1) Supports serving Center staff and HR colleagues in the smooth running and daily functions of the Department of Human Resources, including performing routine and specialized tasks required to administer and execute human resources programs across the organization;
- 2) Manage and execute the training and professional development journey for staff, including management staff coordinating all Human Resources training programs;
- 3) Provides necessary education and materials to managers and employees including workshops, manuals, employee handbooks, and standardized reports;
- 4) Develops and manages a comprehensive training and development program, including creating and updating professional development courses and a coaching/mentoring program;
- 5) Maintains and serves as administrator of a learning management system and manages outside services related to training, i.e. sexual harassment prevention training vendor;
- 6) Formulates and recommends Human Resources policies on any topic associated with employee relations;
- 7) Coaches and trains managers in their communication, feedback, recognition and interaction responsibilities with direct reports, making certain that managers know how to successfully, ethically, honestly and legally communicate with staff;
- 8) Leads employment compliance with all existing governmental, legal and labor reporting requirements including, but not limited to, any related to the Equal Employment Opportunity, Americans with Disabilities Act, Employee Retirement Income Security Act, the Department of Labor, workers' compensation, the Occupational Safety and Health Administration and Cal/OSHA;
- 9) Responsible for updating compliance postings, updating Human Resources materials, policies and procedures, HR practices, and other regulations governing the employment relationship ensuring compliance with all federal, state and local employment laws;
- 10) Assists in the management of employee relations, investigations and preparation of cases regarding employee grievances, appeals and complaints including facilitation of communication amongst staff and management;
- 11) Leads the implementation of the performance management and Checking-In Agenda system;
- 12) Assesses organizational strategic initiatives and proposes training and development programs and objectives designed to achieve business goals;
- 13) Conducts investigations when employee complaints or concerns are brought forth;
- 14) Partners with HR colleagues to define, launch, and drive critical strategic, organizational, and operational initiatives for hiring and retention and other people processes at the Center;
- 15) Responsible for recruiting, selecting, developing, mentoring and coaching HR staff direct reports and inspiring and motivating individual and team performance;

- 16) Conducts People Analytics, reporting data and trends;
- 17) Monitors spending for assigned area against the departmental budget;
- 18) Obtains and/or develops effective training materials utilizing a variety of media and resources;
- 19) Other duties as assigned;

JOB QUALIFICATIONS AND EXPERIENCE

- 1) Knowledge of or experience working with the LGBTQ community and familiarity with issues of particular relevance to LGBTQ people;
- 2) A passion for the Center's work and its mission to make the world a better place for LGBTQ people;
- 3) Clear understanding of Human Resources practices and legal requirements in the State of California;
- 4) Ability to successfully navigate and influence within a complex environment;
- 5) Excellent facilitation and negotiation skills;
- 6) Excellent problem-solving and analytical skills;
- 7) Experience with Absorb LMS, preferred;
- 8) Experience with analytics and modeling;
- 9) Human Resources certification, a plus;
- 10) Knowledge of non-profit operating practices, a plus;
- 11) Possesses Higher Order Thinking Skills with advanced problem-solving skills and the ability to effectively read and interpret information, present numerical data in a resourceful manner, and skillfully gather and analyze information;
- 12) A strong ability to communicate clearly, both written and orally, including communicating with employees, members of management, and in group presentations and meetings;
- 13) Knowledge of customer service, exceptional organizational and managerial coaching skills;
- 14) Considerable knowledge of training and development at all levels in an organization;
- 15) A strong ability to establish and maintain effective working relationships with management, employees, employee representatives and the public;
- 16) Demonstrated work experience with labor unions;
- 17) Strong knowledge of workers' compensation laws;
- 18) Considerable knowledge of database systems, proficient in Microsoft Office, Excel;
- 19) Demonstrated ability to work effectively with people of diverse races, ethnicities, nationalities, sexual orientations, gender identities, gender expression, socio-economic backgrounds, religions, ages, English-speaking abilities, immigration status, and physical abilities in a multicultural environment.

E-mail cover letter and resume as an attachment to jobs@lgbtcenter.org website: www.lgbtcenter.org

Or submit cover letter with application/resume to:

Los Angeles LGBT Center, Human Resources Dept., 1118 McCadden Place, Los Angeles, CA 90038

The Los Angeles LGBT Center is an Equal Opportunity Employer and is committed to fostering diversity within its staff. Applications are encouraged from all persons regardless of their race, color, ancestry, religious creed, national origin, sex, sexual orientation, gender identity, gender expression, medical/physical/mental condition, pregnancy/childbirth and related medical condition, age, marital status, or veteran status.

The Center has implemented a policy requiring all staff to be fully vaccinated against COVID-19 as a condition of employment, subject to applicable federal, state and local laws. For more information, please contact tyamato@lgbtcenter.org