



HUMAN RESOURCES MANAGER

PURPOSE:

St. Vincent's seeks a highly motivated and experienced Human Resource Manager who is directly responsible for the overall administration, coordination and evaluation of the human resource function. This person will serve as a resource for Associates, Managers, and Executives regarding sensitive and confidential human resource issues, benefit questions and concerns, oversees management of security staff, and assist in upholding a positive organizational culture and values. This person should demonstrate enthusiasm for St. Vincent's and a strong commitment to its Mission, Vision and Core Values. This position reports directly to the President & CEO.

Qualifications:

- Minimum of five (5) years' experience in Human Resources required; Professional in Human Resources certification/credential and HRIS experience preferred.
- Bachelor's degree in Business, Human Resources, or appropriate field preferred.
- Enthusiastic team builder with strong leadership skills including: relationship building, planning, communication, and coaching a diverse staff.
- PHR/SPHR or SHRM CP/SCP certification preferred.
- Experience working with people of varying levels of education and experience; including the use of trauma informed practices.
- Strong strategic, conceptual, and critical-thinking abilities.
- Ability to develop effective relationships with internal and external colleagues and partners.
- Must work well independently and within a team and demonstrate a high degree of initiative, flexibility, and collaboration.
- Excellent written, oral communication, presentation, time management and interpersonal skills.
- Computer proficiency with Microsoft Word, Excel, PowerPoint and Outlook.

Essential Duties and Responsibilities Include the Following:

- Demonstrate a passion and commitment for the Mission and Vincentian Core Values of St. Vincent's and the Daughters of Charity.
- Promote and support the attitudes, behaviors, knowledge, and skills necessary to work respectfully and effectively with each other as well as demonstrate the ability to address the needs of those that St. Vincent's serves.
- Follow Occupational Safety Health Administration (OSHA) regulations.
- Plan, organize and oversee all Human Resource functions for all St. Vincent's personnel. Participate in developing department goals, objectives, and systems.
- Assist with developing, recommending, and implementing personnel policies and procedures; prepare and maintain Associate handbook.
- Ensures compliance with regard to recruitment and selection processes, including the following: interviews, employment verifications, background checks, extending conditional

employment offers to qualified candidates, determining employment eligibility, and ensuring that all newly-hired employees participate in a comprehensive and timely orientation program.

- Prepares for and conducts involuntary termination meetings. Tracks exit interviews with voluntary terminating employees to determine trends, develops appropriate retention initiatives, provides management reporting, and recommends improvement plan, as needed.
- Manage and provide solutions for problems related to Associate relations. Conduct Associate counseling as needed. Elevate concerns to the President/CEO.
- Establish and maintain HR records and reports. Ensure the accuracy of Associate files, record-keeping, and retention.
- Participate in administrative staff meetings and work with the President/CEO to maintain organizational charts.
- Maintain knowledge of industry trends and employment legislation and ensure organization's compliance.
- Responsible for implementing, documenting, and tracking of workers compensation and maintaining communication with the Third-Party Administrator (TPA).
- Assist the President/CEO with Agency safety efforts including maintaining the Injury and Illness Prevention Program, organizing safety committee meetings, managing supplies, sending out safety communication, and on-site assessments.
- Ensure compliance with all federal, state and local employment laws; and serve as a resource for supervisors, managers and directors on all areas related to human resource.
- Assist President/CEO with required annual reporting and project management.
- Supervises HR Specialist and Security Staff.
- Other duties as assigned.

Compensation depends on experience.

Excellent Benefits:

- Health Insurance
- Dental Insurance
- Vision Insurance
- Life Insurance - \$50,000
- Retirement Plan - 403(b) and 401(a)
- Gym Membership
- Paid Holidays - 12 Holidays per Year
- Paid Time Off (PTO)
- Paid Bereavement Leave
- Paid Jury Duty Leave
- Generous Preschool Enrollment Discount at our Center
- Education Reimbursement up to \$1,000 per quarter/semester
- Job Signing Bonus - 5% of Annual Salary
- Referral Bonus - \$500 per Successful Job Referral
- Transportation Benefit - Paid Mileage to and from Work from Home

TO APPLY: Please submit a cover letter and resume by responding to this post.

NO PHONE CALLS OR WALK-INS PLEASE.

Opened in 1858 by the Daughters of Charity of St. Vincent de Paul, St. Vincent's is a Roman Catholic organization serving the needs of the Santa Barbara Community. For more information regarding St. Vincent's and its mission, please view our website at <http://stvincents-sb.org/>.