



Job Description

Position Title: Human Resources Director
Employment Classification: Full-time, Salaried, Exempt
Reports to: Chief Executive Officer
Department: Administration

Position Summary: Oversees all aspects of Human Resources on behalf of the Orangewood Foundation and Samueli Academy. Works closely with HR Coordinator to provide support to approximately 150 employees.

Major Areas of Responsibility:

- Develops organization strategies by identifying and researching human resources issues; contributing information, analysis, and recommendations to organization strategic thinking and direction; establishing human resources objectives in line with organizational objectives.
- Implements human resources strategies by establishing organization and department processes and accountabilities in areas such as talent acquisition and on-boarding, employee relations and retention, compensation, health and welfare benefits and training and development,
- Manages the human resources operations by recruiting, selecting, training, coaching, counseling, and disciplining staff; determines production, productivity, quality, and customer-service strategies; designs effective human resources processes and systems; resolves problems and implements change when needed.
- Lead the efforts to create a culture and environment that is in alignment with the organization's core values of trust, respect and compassion.
- Supervises HR staff to ensure timely and accurate employment processing, records management, safety and health environment
- Strategizes and supports all levels of management with staff development plans and personnel issues
- Oversees all aspects of agency's HRIS system through Paycom
- Complies with federal, state, and local legal requirements by studying existing and new legislation; anticipating legislation; enforcing adherence to requirements; advising management on needed actions.

Knowledge, Skill and Experience Requirements:

- Bachelor's Degree required with preferred major in Human Resources, Business Administration or Management. If other major, then HR certification is required
- Five+ years' experience in Human Resources in a Director or Senior Manager role
- Ability to handle confidential matters and information
- Excellent written and oral communication skills; comfortable with public speaking
- Knowledge in payroll processes preferred
- Proficient in Microsoft Office computer applications
- Possess a valid California driver's license and proof of automobile insurance
- Pass a background check

Essential Qualities:

- Understanding of and strong commitment to organization's mission and vision
- Exemplifies organizational core values of trust, respect, and compassion
- Ability to build relationships with a variety of constituents in a courteous, professional manner
- Approaches projects, activities and other job functions with flexibility and a positive attitude
- Displays ethical decision making ability and confidentiality
- Models leadership and professionalism

Working Environment/Physical Requirements:

Primarily an office job. Occasional driving to meeting/trainings. Physical requirements include standing, sitting, typing, bending and lifting up to approximately 15 lbs.

Modification to work schedule may be made based on needs of the Foundation

Interested? Apply today!

All applicants must submit an application, resume and cover letter at:

<https://orangewoodfoundation.org/employment>

Orangewood Foundation is an Equal Opportunity Employer.

Updated 6/11/2019