



On The Move

On The Move partners with communities and mobilizes emerging leaders to take action in pursuit of social equity.

Job Title: Position:	Human Resource Manager Manager	Position Family: Career Level:	Administration Manager
Initiative/Division:	On The Move - Admin	WC Code/EEO:	8810/1.2
Location:	Napa (primary), Solano & Sonoma Counties	Travel Required:	Yes
Level/Salary Range:	Salary / \$74,525 – 101,541	Position Type:	Full-time/Exempt
HR Contact:	John Way	Date Posted:	3/12/2024
About On The Move	On The Move has created and implemented innovative programming that challenges communities and local leaders to push beyond mediocrity and into excellence. Supported by a track record of results-oriented programming and in partnership with the hundreds of established community partners, On The Move works to unite communities and focus on the safety and inclusion of all people. If this inspires you – join the team!		
Benefits:	<p>PTO: Year 1 = 5 hours, Year 2-3 = 6.67 hours, and Year 3+ = 10 hours per pay period. Please refer to page 4-1 of the OTM Personnel Policies PTO Schedule.</p> <p>16 Paid Holidays: Please refer to the OTM 2023-24 Calendar for a schedule of holidays.</p> <p>Business Expenses: Preapproved, work-related travel, and \$60 monthly cell phone reimbursements.</p> <p>Health Benefits: Full-time employees are eligible to receive health insurance through Kaiser and pre-tax Flexible Spending Account (FSA/Childcare).</p> <p>Retirement: Employee contributions to a 403b plan are optional. Agency match up to \$1,000 after 1st year of employment.</p>		
Applications Accepted By:			
FAX OR EMAIL: 707/251-9509 or otmhr@onthemovebayarea.org Subject Line: HR Manager Position		MAIL: On The Move Attn: Human Resources 780 Lincoln Avenue, Napa CA 94558-5110	
Job Description			
ROLE AND RESPONSIBILITIES			
<p>In partnership and under the direct supervision of the Director of Finance and Operations, the Human Resource Manager provide primary oversight of the various, routine functions of the Human Resources (HR) department including hiring and interviewing staff, benefits, leave, mandatory training/reporting and ensuring compliance with all related laws/regulations and enforcement agency policies, practices, and customs.</p>			
DUTIES/RESPONSIBILITIES:			
<ul style="list-style-type: none"> • Manages the daily workflow and required outputs of the department. • Provides constructive and timely department performance evaluation as requested by Executive Team members. • Supports the Director of Finance and Operations with ongoing training and development of agency supervisory staff. 			

- Partners with the leadership team to understand and execute the organization's human resource and talent strategy particularly as it relates to current and future talent needs, recruiting, retention, and succession planning.
- Manages the talent acquisition process, which may include recruitment, interviewing, and hiring of qualified job applicants, particularly for managerial, exempt, and professional roles; collaborates with departmental managers to understand skills and competencies required for openings – ensuring that job descriptions are in alignment with recruitment materials.
- At the direction of the Executive Team, provides support and guidance to management, and other staff when complex, specialized, and sensitive questions and issues that arise; may be required to oversee, administer and execute routine tasks in delicate circumstances such as providing reasonable accommodations, disciplinary actions, investigating allegations of wrongdoing, and terminations.
- Analyzes trends in compensation and benefits; researches and proposes competitive base and incentive pay programs to ensure the organization attracts and retains top talent.
- Seeks out learning and development opportunities and initiatives that provide internal development for employees.
- Supports the Director of Finance and Operations to ensure that Wellness and DEI/JEDI activities are integrated into Human Resources.
- Is the primary liaison of Administration and leads the Safety Committee
- Authors and distributes the monthly HR & Wellness Newsletter
- Ensures compliance with federal, state, and local employment laws and regulations, and recommends best practices; reviews policies and practices to maintain compliance.
- Maintains knowledge of trends, best practices, regulatory changes, and new technologies in human resources, talent management, and employment law.

ADMINISTRATIVE/GENERAL:

- Participate in Adult Reflection, an organizational practice that supports learning
- Build and maintain positive working relationships with co-workers, and the public using principles of good customer service.
- Greets, communicates and treats all organizational constituents with respect, dignity, and an attitude of service.
- Demonstrated commitment to Diversity Equity and Inclusion values and practices
- Clear desire and absolute commitment to adhering to OTM's principles, practices and culture
- Other duties as assigned/delegated.

REQUIRED SKILLS/ABILITIES:

- Excellent verbal and written communication skills.
- Excellent interpersonal, negotiation, and conflict-resolution skills.
- Excellent organizational skills and attention to detail.
- Strong analytical and problem-solving skills.
- Ability to prioritize tasks and to delegate them when appropriate.
- Ability to act with integrity, professionalism, and confidentiality.
- Thorough knowledge of employment-related laws and regulations.
- Proficient with Google Suite, DropBox, Paylocity, EASE, or related software/platforms.
- Proficiency with or the ability to quickly learn the organization's HRIS and talent management systems/procedures.

EDUCATION AND EXPERIENCE:

- Bachelor's degree in Human Resources, Business Administration, or related field required.
- A minimum of five years of human resource management experience is preferred.
- SHRM-CP or SHRM-SCP is highly desired.

PHYSICAL REQUIREMENTS:

- Prolonged periods of sitting at a desk and working on a computer.
- Must be able to lift 15 pounds at times.
- Must be able to access and navigate each department at the organization's facilities.

Last Updated By:	JWay	Date/Time:	1/29/24 8:01am
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On The Move is an Equal Opportunity Employer (EOE). We utilize E-Verify to confirm employment eligibility. Applicants are considered for employment without regard to age, race, color, religion, sex, national origin, sexual orientation, genetics, gender identity or expression, disability status, or veteran status.