



**JEWISH FAMILY &
COMMUNITY SERVICES**
EAST BAY

JOB TITLE: Human Resources Manager
REPORTS TO: COO
EMPLOYMENT TYPE: Full-time/ Salaried / Exempt
LOCATION: Concord

OUR AGENCY

Rooted in Jewish values and historical experiences, and inspired by the strengths of the diverse communities we serve, JFCS East Bay promotes the well-being of individuals and families by providing essential mental health and social services through every stage of life. JFCS East Bay is an innovative, multicultural human service agency that has served individuals and families throughout Alameda and Contra Costa counties since 1877.

The agency's current programs include resettling refugees, providing mental health services to children and families of color, offering immigration legal services, and supporting seniors and Holocaust survivors. Our staff of more than 70 employees is characterized by its dedication, teamwork, warmth, and humor. Agency offices are located in downtown Berkeley (five blocks from BART) and Concord (five blocks from BART), with a satellite location in uptown Oakland.

JFCS East Bay actively seeks to hire qualified professionals who reflect the cultural and linguistic diversity of the East Bay and of our clients.

JOB SUMMARY

Reporting to the Chief Operating Officer, the Human Resources Manager manages all aspects of human resources activities, such as recruitment, employee relations, compensation, legal compliance, benefits, training and professional development, policies, and performance evaluations. This is a full-time position based in our Concord office.

DUTIES & ESSENTIAL JOB FUNCTIONS

- Manage recruitment, interview, and selection process for job candidates.
- Plan, conduct, and coordinate new employee onboarding
- Keep audit-quality, legally compliant records of personnel; gather and analyze employment-related statistics.
- Administer benefits programs. Serve as business liaison to all benefits vendors.
- Develop personnel policies, maintain and update policy manuals and employee handbooks.
- Respond to staff inquiries regarding policies, procedures, and terms of employment.
- Manage and support a performance management program that supports talent development and equity within JFCS East Bay.

- Design, administer, and make recommendations based on results of staff surveys.
- Support program directors, supervisors, and non-supervisory staff to address and resolve staff grievances, employee relations issues, and performance.
- Support JFCS East Bay's efforts to promote diversity, equity, and inclusion throughout the agency.
- Play a leading role in sustaining a culture of staff appreciation and interaction, including opportunities for informal learning, observance of personal and cultural events, and recognition of accomplishments.
- Conduct and analyze exit interviews and recommend changes.
- Plan, conduct, and coordinate employee offboarding.
- Maintain a compensation program by participating in compensation surveys, maintaining fair and equitable ranges, monitoring and scheduling pay changes; recommending pay structure changes.
- Lead company compliance for government reporting and notice.
- Serve as a primary source of expertise on federal, state, and local employment laws.
- Provide back-up assistance as needed with agency payroll processing.

QUALIFICATIONS & SKILLS

- Prefer 3 to 5 years successful HR work, preferably in a nonprofit social services or mental health services agency.
- Bachelor's Degree or certification in Business, HR Management, Organization Development, or related discipline preferred.
- Knowledge of federal and state labor laws.
- Experience with benefits administration.
- Strong computer skills, with proficiency in Microsoft Word and Excel.
- Knowledge of HRIS preferred.
- Demonstrate cultural competence for working with people of various nationalities, ethnicities, and religious affiliations, and the ability to translate that competence into vibrant, respectful HR policies and practices.
- Demonstrate superior communication and interpersonal skills while ensuring confidentiality.
- Demonstrate a commitment to making decisions based on relevant, inclusive information, and with sensitivity to organization and interpersonal impact.
- Deliver work of excellent quality, infused with expertise and wisdom.
- Demonstrate passion for JFCS East Bay's mission and strong alignment with JFCS East Bay's core values.

PHYSICAL REQUIREMENTS

- Ability to communicate via phone and email.
- Ability to sit or stand and work at a computer for extended periods of time.
- Ability to lift and carry up to 25 pounds.
- May be required to ascend/descend stairs.
- Occasional reaching and/or grasping using hands and/or arms.
- Ability to drive to alternate work locations

COVID-19 REQUIREMENTS

All employees must show proof of vaccination against COVID-19 and follow JFCS East Bay COVID-19 policies. Reasonable accommodations may be made for individuals with medical or religious reasons where they do not cause undue hardship or pose a direct threat to the health and safety of others.

COMPENSATION AND BENEFITS

Salary range is \$75,000 to \$85,000 per year. Generous benefit package includes: Medical, Dental, Vision, Life Insurance, FSA/HSA, 401(k) with agency match (after 1 year), 28 paid days off, great colleagues, and a friendly, respectful work environment.

TO APPLY

Please submit a thoughtful cover letter and resume to currentjobs@jfcs-eastbay.org. Please include your **name, job title**, and **"AD10"** in the subject line. Position open until filled.

JFCS East Bay is an Equal Opportunity employer and does not discriminate on the basis of age (40 or older), ancestry, color, religious creed (including religious dress and grooming practices), denial of family and medical care leave, disability (mental and physical), including HIV and AIDS, marital status, medical condition (cancer and genetic characteristics), genetic information, military and veteran status, national origin (including language use restrictions), race, sex (including pregnancy, child birth, breastfeeding and medical conditions related to pregnancy, child birth or breastfeeding), gender, gender identity and gender expression, sexual orientation, or any other protected status in accordance with all applicable federal, state and local laws.