

## INTERNAL POSTING - HR AND ADMINISTRATION MANAGER - JOB POSTING

The Mission, Vision, and Values of Sacramento Steps Forward (SSF) is to end homelessness through leadership, convening partners, data-driven best practices, and improving system performance. Our vision is an equitable community where everyone has a safe place to call home. We believe in human-centered, community-inspired solutions, with a focus on equity, transparency, and continuous learning.

The HR and Administration Manager is responsible for overseeing and coordinating the daily operations of the Human Resources (HR) and Administration functions. This includes managing HR administrative duties, legal compliance requests, benefits administration, risk management processes, office administration and the completion of departmental goals. This role ensures effective and efficient operations within the HR and Administration department, while providing strategic leadership to administrative analysts and maintaining smooth cross-departmental collaboration.

SSF embraces technology to develop ongoing efficiencies. Currently, the office is a hybrid operation. This is a hybrid position and will require you to report to the office on an agreed upon schedule. **This is a internal job posting and only SSF employees are welcome to apply at this time.**

### **Essential Duties and Responsibilities includes the following:**

- Legal Compliance Management: Ensures compliance with federal, state and local employment laws and regulations, including California specific laws.
  - Stays informed of federal, state and local employment laws by attending webinars, conferences and workshops focused on employment laws.
  - Ensures timely responses to legal requests, such as subpoenas, court orders, and other documentation required by law. Maintains records and processes for compliance and legal matters. Escalates legal issues to legal counsel when necessary. Keeps CEO, CAO and CFO informed of all legal matters.
- Training and Development: Oversees and evaluates training programs.
  - Designs, and implements and manages employee and manager development initiatives to enhance skills and leadership capabilities.
  - Develops and manages employee and manager training programs.
  - Oversees and ensures compliance with HR legally mandated employee training requirements.
- HR Management: Oversees and manages HR administrative functions.
  - Manages internal HR functions in coordination with HR Consultant, including employee records, personnel audits, onboarding, offboarding, recruiting, performance management, training and development, compensation programs including annual salary surveys and maintaining the internal salary schedule, leave of absence, accommodation requests, workers compensation claims, policy development and ensuring compliance with labor laws and organizational policies. Provides oversight and is the direct contact for HR Consultant.
    - Processes and coordinates leave requests, onboardings, terminations and COS forms in collaboration with the HR Consultant.
    - Develops, Implements, and maintains HR forms, processes, standard operating procedures and policies.
    - Supports managers and employees during annual employee performance evaluation process and benefits open enrollment. Assists managers in developing annual employee performance goals.
  - Collaborates with Management to execute HR Infrastructure projects within the organization.
  - Provides guidance, explains and interprets policies and procedures to all staff for HR related questions. Acts as a advisor to management regarding policies, procedures and HR related inquiries. Coordinates questions as needed with HR Consultant.

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- Leave and ADA Administration and Compliance : In collaboration with the HR Consultant ensures compliance with federal and California leave laws by managing leave programs.
  - Oversees documentation and supporting employees and managers throughout the process.
  - Coordinates and documents the interactive process for ADA/FEHA accommodations implementing reasonable solutions to support employee needs while maintaining compliance.
- Payroll and Benefits: Acts as the Project Manager for benefits administration in coordination with Benefits and Payroll vendor.
  - Including open enrollment, benefits plan management, and communication with employees regarding benefit options and changes.
  - Communicates with the finance department on Payroll/HR related issues such as benefits, workers compensation, 401k enrollment and time off requests, etc.
    - Coordinates with HR/Payroll/Benefits vendors and/or the finance department to resolve employee related issues.
- Risk Management: Leads and manages the risk management department, ensuring that organizational policies and procedures are in place to minimize organizational risk.
  - Monitors and manages compliance with workplace safety requirements, incident reporting, and compliance with CAL/OSHA and other regulations.
  - Submits WC claims and maintains compliance with IIPP and WVPP. Main contact for work injuries and Ergonomic Evaluations. Processes and coordinates workers' compensation claims.
  - Manages and oversees completion of insurance renewals, ERISA Bond renewal, Workers Comp Audit, WC quarterly reports and premiums, and non-profit registration.
  - Incorporated risk management KPI's into the Internal IT Operations area and in the HR area.
- Team Leadership: Supervises and leads a team of administrative analysts, in completing HR administrative duties, including delegating work, reviewing work, training and providing feedback while fostering a collaborative team environment.
- Departmental Goals and Strategy: Collaborates with leadership to set and achieve goals for the HR and Administration department, tracking progress and ensuring alignment with the overall strategic objectives of the organization.
  - Analyzes HR Metrics such as turnover, absenteeism and compensation equity to support organizational goals.
  - Attends SSF Executive Board, Managers and Leadership meetings.
- Policy and Process Improvement and Development: Reviews and improves HR and administrative processes to ensure efficiency, compliance, and alignment with best practices.
  - Creates and maintains HR and administrative infrastructure within the organization, in coordination with other departments.
  - Communicates policy updates and provides training when necessary.
- Employee Relations: Serves as a point of contact for employees, managers, directors, and the Chiefs on HR-related matters, providing guidance and resolution to inquiries or concerns.
  - Provides guidance on performance management, supports and coaches supervisors with managing disciplinary actions, and conducts internal investigations in coordination with the HR Consultant while mitigating risk.
  - Proactively works with SSF staff in resolving HR related questions/issues.
- Project Management: Oversees special HR and administrative projects, ensuring they are completed on time, within budget and meet organizational objectives.
- Office Administration: Manages the daily operations of the administrative team, including facilities upkeep, office supply management, equipment maintenance, procurement related activities and coordination of administrative tasks. Supervises and provides direction to the Administrative Analysts to meet duties including:
  - Coordinates with the Administrative Analysts to ensure that all meetings are scheduled, and all items are properly prepared in advance.
  - Oversees the proper disposal of any unneeded, damaged, or unused equipment.

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- Maintains working relationships with facilities, including but not limited to parking, building cleanliness, cubicle conditions and needs, etc.
- Orders supplies and coordinates any office technology needs or office moves.
- Maintains an inventory of all organization-owned equipment and devices and assuring the completion of required forms used to assign and receive returned property.
- Assists with event planning and organization, as needed.
- Schedules and organizes complex activities such as meetings, travel, conference and department activities and administrative support to the CEO and SSF staff.
- Maintains organizational chart and staff roster.
- DEIB: Creates DEIB goals in coordination with internal departments to further foster a diverse, equitable, inclusive, and belonging-driven culture within the organization by addressing key aspects such as race, ability, gender, sexual orientation, neurodiversity, and other dimensions, ensuring that all SSF staff feel valued, respected and supported in their sense of belonging.
- Recruitment: Develops and manages recruitment strategies to attract diverse and qualified candidates.
  - Assists managers in the recruitment process, updates Job Descriptions and performs candidate interviews.
  - Organizes recruitment, post-offer and onboarding process. In partnership with the HR Consultant, performs new hire orientations.
- Manages deadlines and time effectively.
- Ability to interact and collaborate seamlessly with all levels of the organization.
- Regular, predictable attendance is required.
- Ability to get along and work effectively with others.
- Other duties may be assigned.

**Supervisory Responsibilities:** Directly supervises Administrative Analysts in the Administration department. Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include interviewing, hiring, and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

**Ideal candidates will possess the following knowledge, skills and abilities:**

- Demonstrated knowledge of human resources compliance, federal, state, and local laws, regulations and best practices.
- Previous experience in new hire and termination processes.
- Proficient in Microsoft Word, PowerPoint and Excel.
- Excellent communication skills (oral and written).
- Strong analytical capabilities and enthusiasm for breaking down and explaining complex ideas.
- Demonstrated ability to conceptualize, initiate and implement tasks.
- Attention to detail and ability to prioritize and manage multiple ongoing projects under strict deadlines.
- Value close collaboration with team members but will also be self-motivated and able to work independently.
- Exceptional interpersonal skills.
- Regular, predictable attendance is required.
- Ethical leadership capabilities and commitment to promoting a healthy team environment.

**Education and/or Experience:**

Associate's degree (A.A.) from an accredited college or university, and five (5) to seven (7) years related experience and/or training. HR related certification preferred but not required.

**Compensation and Benefits:**

Compensation range \$91,800 to \$112,200; DOE.

Full-time, exempt position with benefits; health, dental, and vision, 401k, accrued time off and paid holidays.

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### **To Apply:**

If you qualify, please submit your application, cover letter, and resume to [jobs@sacstepsforward.org](mailto:jobs@sacstepsforward.org); once submitted we will be in contact with you. You will find the employment application [HERE](#). **Please note that your submittal will not be reviewed unless all required items are received, including the application, cover letter, and resume.**

**The position will be open until February 20, 2025 or until filled.** Please do not contact Sacramento Steps Forward Directly. No phone calls or personal visits will be accommodated without an appointment. Staffing and recruiting agency please do not respond.

We strive for inclusivity, equity, and diversity by attracting extraordinary people from diverse backgrounds and lived experiences. We seek to employ an all-star team of people who vary by their race and ethnicity, gender identity, sexual orientation, nationality, age, culture, religion, veteran status, physical and mental abilities. We promote equal opportunity in the recruitment, selection, training, compensation, promotion, and benefits of all employees.

Sacramento Steps Forward is committed to the principles of being an equal opportunity employer. Sacramento Steps Forward organizational policies, practices, programs, activities and decisions regarding employment are not based on a person's race, color, sex, age, sexual orientation, gender identity, religion, national origin, disability, veteran status, parental status, housing status, or other protected status, in accordance with applicable law.

Sacramento Steps Forward is committed to the full inclusion of all qualified individuals. In keeping with our commitment, Sacramento Steps Forward will take the steps to assure that people with disabilities are provided reasonable accommodations. Accordingly, if reasonable accommodation is required to fully participate in the job application or interview process, to perform the essential functions of the position, and/or to receive all other benefits and privileges of employment, please contact [jobs@sacstepsforward.org](mailto:jobs@sacstepsforward.org).