



Job Title: HR/Payroll Manager
Reports to: Chief Financial Officer
Status: Full-time (40 hours/week)

The mission of Casa Familiar is to enhance quality of life for people living in underserved and underrepresented communities.

Casa Familiar's values: RESPECT, INTEGRITY, FAMILIA, COLLABORATION, CULTURE AND COMMUNITY.

About this Position

The HR/Payroll Manager is the administrative bridge between management and employees. The HR/PR Manager is responsible for the development, implementation, and revision of policies and procedures, which include, and are not limited to; talent planning, new hire onboarding, employee benefit programs, safety protocol, performance reviews, harassment prevention training, payroll processing and timesheet management. The HR/PR Manager is in-tune with the agency needs while efficiently acting upon and effectively communicating these needs throughout the organization.

Responsibilities (Included, but NOT limited to)

- Recruits, interviews, hires, and trains new staff.
- Conduct pre-employment and background screening
- Provide constructive and timely performance evaluations.
- Compensation and benefits administration.
- Verify time and attendance for payroll.
- Review hours and pay data and detect and reconcile payroll discrepancies
- Resolve payroll errors
- Ensure that payroll goes out in a timely manner
- Review and abide by company policies and procedures
- Process semi-monthly payroll and related items.
- Prepare reports for quarterly, yearly and weekly reports
- Manage employee folders; keep all folders up-to-date and secure.
- Proactively analyze and detect possible physical and legal risks to the company. Alert the Executive Team immediately and communicate necessary changes effectively to those impacted.
- Look for ways to better the employee experience, continually seek out opportunities to invest into the employee's future while creating a rewarding and repeatable career path for long-term growth.
- Enroll employees in benefit programs and manage coverage updates.
- Continually review, revise, and implement Health and Safety protocols and workplace policies, ensuring alignment with state regulations and communicating revisions to management
- Manage Injury and Illness Prevention Program, WC claims, and WC audits.
- Handle Unemployment Claims
- Manage harassment prevention training.

- Review, revise and manage company handbook, policies and procedures, ensuring their alignment and relevancy with all state regulations.
- Manage paid time off and vacation accrual reports and policy.
- 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.
- Provides support and guidance to management, and other staff when complex, specialized, and sensitive questions and issues arise; may be required to administer and execute routine tasks in delicate circumstances such as providing reasonable accommodations, investigating allegations of wrongdoing, and terminations.
- Creates learning and development programs and initiatives that provide internal development opportunities for employees.
- Manage employee disciplinary meetings, terminations, and investigations.
- Maintains compliance with federal, state, and local employment laws and regulations, and recommended best practices; reviews policies and practices to maintain compliance.
- Maintains knowledge of trends, best practices, regulatory changes, and new technologies in human resources, payroll, talent management, and employment law.
- Assist the leadership team in maintaining and upholding the values and morale of Casa within the organization.

Other duties as assigned by the CFO and CEO

Education and Experience

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

Qualifications

We're seeking candidates who excel in organization and attention to details, and who are excited by challenges. Qualifications include:

- Excellent verbal and written communication skills.
- Excellent interpersonal, negotiation, and conflict resolution skills.
- Excellent organizational skills and attention to detail.
- Working knowledge of federal, state, and local existing and proposed laws/regulations affecting human resources and payroll management. Ability to interpret appropriate laws and policies and ability to advise management and employees accordingly.
- 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 Microsoft Office Suite or related software.
- Bilingual(English/Spanish)

Additional

This position requires sitting at a desk or workstation, walking, standing, climbing stairs, hearing, speaking, being able to lift up to 25 lb. and able to drive to different locations and do other errands pertaining to organizational operations. A background check is required. In compliance with federal law, all persons hired will be required to verify identity and eligibility to work in the United States and to complete the required employment eligibility verification document form upon hire. This is a full-time

position with occasional work responsibilities on weekends and/or evenings, depending on the season calendar.

Casa Familiar requires that all employees be fully COVID 19 vaccinated. The successful candidate must be fully COVID 19 vaccinated and provide proof prior to their start date.

To Apply

To apply, please send an email with a current resume and thoughtful cover letter to HR@casafamiliar.org, We will begin reviewing applications immediately; position is open until filled.

Job Type: Full-time

Salary \$ 70K- \$83,200K a year

Schedule:

- 8-hour shift
- Monday to Friday
- Weekends as needed

Benefits:

- Dental Insurance
- Health insurance
- Vision Insurance
- Paid time off
- Life insurance
- Retirement and Retention Plan

License/Certification:

- California Driver's License (Required)

Work Location: In person