

Job Title: Director of Human Resources
Department: Administration
Reports To: President and CEO
Classification: Regular, Full Time, Exempt
Location: On site in Concord, CA, option of 1 day remote

Who We Are

For over 45 years, the Food Bank, made up of a diverse staff, dedicated Board of Directors and passionate volunteers, has been leading the fight to end hunger in partnership with our community and in service of our neighbors in need.

About this Opportunity

The Director of Human Resources is responsible for planning, directing, and coordinating strategic human resource activities for a staff of 116 across two locations. The ideal candidate will have strong generalist experience and be comfortable working in all facets of HR from the most basic through complex employee relations issues. We are looking for someone who is deeply committed to our mission and who can work both independently with little guidance as well as successfully in a collaborative environment. This position works closely with our Professional Employer Organization (PEO).

Responsibilities

- Maintains working knowledge of federal and state employment laws, wage and hour laws, as well as current human resources practices and ensures that policies, procedures, and reporting are in compliance.
- In coordination with the HR Specialist, oversee recruitment and on-boarding functions including: crafting job descriptions and developing recruitment strategy, posting job announcements/advertisements, interviewing, selection, and new employee orientation.
- Coach managers on performance management principles and practices (interviewing, hiring, terminations, promotions, performance review, safety, and sexual harassment) to enable continuous development.
- Handle employee relations issues and concerns, including discipline and complaint procedures.
- Administers performance review program to ensure effectiveness, compliance, and equity within organization.
- Administers compensation program to ensure compliance and equity within organization, including benchmarking and participating in compensation and benefit surveys, as applicable.
- Coordinates terminations and conducts exit interviews.
- Manage the HRIS database system (PEO) and maintain data and documents for all human resources related activities and reports such as hires, promotions, transfers, performance reviews, and terminations.
- Communicate and facilitate understanding of Food Bank personnel policies through handbooks, meetings, email messages, and other forms of communication.
- Ensures prompt communication with PEO with regards to claims of harassment and discrimination and workers' comp.
- Together with PEO, coordinate benefit open enrollment, including scheduling of information session and distribution of information.
- Coordinates leave of absence with PEO. Counsels employees about state and federal leave rights.

- Administers worker's compensation program – reporting and record keeping, etc.
- Work with leadership team to drive DEI efforts.
- Other duties as assigned by President & CEO.

Qualifications

- Bachelor's degree and a minimum of five years of experience in a Generalist or HR management position. PHR/SPHR certificate preferred.
- Strong conflict resolution skills and ability to maintain composure in the most difficult of emotional situations.
- Strong employee relations experience including performing investigations and administering progressive discipline.
- Demonstrated experience administering full cycle compensation and performance management programs.
- Proficiency with MS Office and HRIS systems.
- Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write policies, reports and correspondence. Ability to speak effectively before groups of customers and employees of organization.
- Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.
- Valid California Driver's license and insurance and ability to be insured under the Food Bank's auto insurance.

Additional Information

In instances of a federal, state or locally declared emergency, Food Bank is typically considered an essential service and emergency responder; all of its employees may be called in to perform regular or emergent duties.

Compensation and Benefits

This is a regular, full-time, exempt position. The salary range for this position is \$125,000-\$38,000 annually. We value our employees' time and efforts. Our commitment to your success is enhanced by our competitive and extensive benefits package including health, dental, and vision, life insurance, flexible spending account, 403(b) employer matching, and paid leave to eligible employees. Plus, we work to maintain the best possible environment for our employees, where people can learn and grow with the organization. We strive to provide an inclusive, collaborative, and creative environment where each person feels encouraged to contribute to our processes, decisions, planning and culture.

To Apply

Please send your resume and any supporting documents to hr@foodbankccs.org with the subject line: "Director of Human Resources." Email submission is preferred.

Or by mail to:

**Food Bank of Contra Costa and Solano
Attn: Human Resources
4010 Nelson Ave
Concord, CA 9452**

Job Opening

FBCCS is an Equal Opportunity Employer and complies with applicable state and local laws governing nondiscrimination in employment in every location in which the FBCCS has facilities.

We strive to create a workplace and organization that reflects the communities we serve where everyone feels empowered to be their full, authentic selves. Together, we work innovatively to effectively serve our community. Underrepresented groups are welcomed and encouraged to apply.

FBCCS does not have the resources to sponsor visas, nor any open positions eligible for the H-1B program.

For more information about us, please visit: <http://www.foodbankccs.org/careers>