



Job Title: Human Resource Manager

DESCRIPTION

Rancho Cielo is a growing, vibrant and fast-paced organization. We have a powerful Board of Directors and competent staff working on the important issue of youth development, education and workforce development with young people with few options. This position is a reflection of the growth Rancho Cielo has experienced, especially over the last few years. This growth necessitates the addition of an employee dedicated to the Human Resource function.

EMPLOYMENT CLASSIFICATION: Non-Exempt, Part-Time

SUPERVISION RECEIVED AND EXERCISED

Reports to the Finance Director.

EXAMPLES OF ESSENTIAL DUTIES - Duties may include, but are not limited to, the following:

- Onboarding and Exiting Employees
- New Hire paperwork
- Reference Checks
- Complete EDD reports for Unemployment Claims
- Worker's Compensation claim management
- Employee trainings management
- Ensure public postings of required documents
- Payroll backup and/or payroll
- Ensure ADP and BambooHR systems are up to date
- Ensure required postings are up to date
- Other duties as assigned

ABILITY TO:

- Maintain strict confidentiality of information
- Operate in and nurture a drama-free environment
- Multi-task, organize and prioritize work assignments
- Understand the organization and operations of Rancho Cielo
- Effectively and tactfully communicate in both oral and written forms
- Establish and maintain effective work relationships with those contacted in the performance of required duties
- Enforce rules in a reasonable, respectful manner

TRAINING and EXPERIENCE:

- Three years minimum experience in an HR role.
- Bachelor's degree desirable, but advanced HR experience could be in place of.
- Experience with ADP and/or BambooHR a plus

POSSESSION OF:

- A valid and appropriate CA drivers' license



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PHYSICAL DEMANDS: physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- While performing the duties of this job, the employee is regularly required to talk or hear. Employee frequently is required to sit. Employee is occasionally required to stand; walk; use hands to finger, handle, or feel objects, tools, or controls; reach with hands and arms; climb or balance; stoop, kneel, or crouch.
- Employee must occasionally lift and/or move up to 20 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception, and the ability to adjust focus.
- Must be in good physical condition, as evidenced by ability to hike around campus.

WORK ENVIRONMENT: work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Noise level in the work environment is usually moderate.
- At times employee may walk around the property for special projects. These tasks will be outdoors, exposed to the elements and walking on uneven ground.