



Job Title: HR Specialist

Location: Davis, CA

Job Type: Part-Time 20 hours

Pay: \$35.00-\$40.00 Hour

Reports to: Executive Director

Job Overview: Under the direction of the Executive Director, provide professional analysis, consultation, advice and interpretation on organizational and human resources planning, policies, procedures and internal protocols for staff and management at the Yolo Crisis Nursery. Provide strategic and analytical support to the executive director, leadership, and board of directors to develop and implement human resource strategies that support the organization's mission and goals.

Key Responsibilities:

Human Resources Management

- Responsible for supporting the full scope of HR functional areas including but not limited to talent acquisition, compensation, employee and labor relations, training and development, and performance management. Experience applying the principles and practices of human resource management and organizational development in a complex environment.
- Interpret human resource policies and procedures with a goal to provide analytical support and guidance which will lead to effective programmatic decision making.
- Actively engage in organizational reviews and conflict management to minimize risks and deliver results.
- Ensure that all actions are compliant with policies and employment laws, as well as employment requirements and regulations related to state and federal labor laws, ADA, FMLA, Affirmative Action, and workers compensation. Work with Executive Director, to process staffing actions and support other programmatic initiatives. Serve as mandatory reviewer for personnel actions. Advise and counsel Executive Director and Board of Directors on projects and plans that achieve desired results in compliance with employment laws, regulations, and best practices.
- Offer balanced support to employees to defend their respective rights ensuring compliance with policy, employment laws, and internal protocols.
- Experience providing professional advice and guidance on Human Resources best practices across all levels in an organization.

Administration

- Experience developing, editing and/or providing guidance on moderate to complex position descriptions, vacancy listings, and recruitment search plans, facilitating recruitments, and managing on-boarding procedures and handbooks for new employees.



- Must possess strong interpersonal communication skills to interact with individuals of varying backgrounds and perspectives clearly and effectively in a variety of scenarios to resolve problems and sensitive issues.
- Have analytical and critical thinking skills to research and evaluate complex information and/or situations in an objective manner, forecast impact of potential action, and develop logical conclusions and recommend solutions or take actions.
- Strong oral and written communication skills for individual, group, or formal presentation settings, establish, interpret, and implement diverse policies and procedures write reports, proposals, protocols, correspondence, policies and procedures, and other projects; and edit copy for correct grammar, spelling, and punctuation.
- Work closely with the Executive Director and senior leaders to develop and implement business plans and goals that support the organization's mission and vision.
- Provide leadership and mentorship to the finance team as the team grows, fostering a culture of continuous improvement and professional development.
- Collaborate with other senior leaders to develop and implement strategies that support the organization's mission and goals.

Board Relations and Reporting

- Report any staffing performance issues of the organization to the Executive Director and Board of Directors, including occasional updates on open positions and new policies and procedures.
- Represent the organization at internal and external events and meetings, providing human resources guidance and support as needed.

Qualifications:

- Bachelor's degree.
- At least 5 years of progressively responsible experience in human resources management, with at least 3 years in a nonprofit organization
- Proven track record of successful human resources management, including experience developing and implementing policies, procedures and overseeing human resources compliance.
- Strong leadership and management skills, with experience building and leading high-performing teams.
- Excellent analytical, problem-solving, and decision-making skills
- Strong communication and interpersonal skills, with the ability to communicate human resources needs and expectations clearly.
- Passion for the mission and work of the organization.