



Human Resources Manager

POSITION SUMMARY

The Center for Children & Youth Justice, founded in 2006 by Justice Bobbe J. Bridge (ret.), is committed to reforming Washington’s juvenile justice and child welfare systems. CCYJ leads communities, our state, and the nation in empowering children and youth, stabilizing families, and strengthening communities through meaningful and lasting reform. CCYJ identifies gaps in the system, researches, develops innovative and creative solutions, and ensures that policymakers integrate these system improvements into practices and procedures. CCYJ’s results are realized into state law, adopted as standing protocols by the courts, schools, and other partners; and they are developed into new interventions for at-risk, abused and/or neglected children and their families. CCYJ has succeeded in driving positive systems change for more than a decade. Following an extensive national search, our Board of Directors appointed our second President and CEO Rachel Sottile in late 2018.

Our passionate staff is deeply committed to the youth for whom we advocate. CCYJ seeks a Human Resources Manager to use a race equity and anti-racist lens to provide focused advising and expertise in HR related matters including but not limited to the areas of recruitment and retention, staff development, policy and procedure development/updating/maintenance, compensation and benefits, legal compliance, employee relations, and payroll processing. This is a full-time position.

CCYJ’s offices are located in Seattle, Washington. *In consideration of employee health and safety during COVID-19, this position will be set up to work remotely (from Washington State) until CCYJ’s office reopens, at a date to be determined.*

CCYJ’S CULTURE EMBRACES

- We are committed to a diverse, fully self-expressed workforce, representing the communities in which we serve.
- We are committed to examining our own internal structures, policies, and culture, identifying and eliminating those aspects that promulgate racism
- Together we are transparent, accountable, respectful, and self-aware in order to foster belonging and a sense of community.
- We operate with an innovative and leading-edge mindset.
- We are purpose driven and laser sharp in the fulfillment of our mission.
- Our staff embraces a growth mindset; our development is essential to expand and grow our impact for children and youth in WA.
- We produce results, not reasons.
- We (believe) anything is possible.
- We believe everyone has something to contribute.
- We believe everything happens out of your relationship with other people.
- We are grounded in the premise that great ideas can come from anyone at any time.

- We believe people up to big things are going to make big mistakes. We own them, learn from them, and move on.
- We believe transparency is essential to a highly functioning organization.

REPORTING RELATIONSHIP

Reports to: VP of Mission Support Services

SUPERVISION EXERCISED

This position may supervise and/or provide direction to Interns, Assistants, and/or Coordinators.

FLSA STATUS

This position is considered exempt under the Fair Labor Standards Act and is therefore not eligible for overtime pay.

ESSENTIAL FUNCTIONS

The examples of essential functions listed below are intended as illustrations of the types of work that may be performed. The omission of specific statements of duties does not exclude them from the position. Duties and responsibilities are also subject to change by CCYJ as the needs of the organization and requirements of the job shift over time.

Recruitment & Hiring

- Partner with the leadership team to understand and implement CCYJ's human resource and staff development strategies.
- Manage hiring and recruitment process by collaborating with hiring managers to understand skills and competencies required for job opening and coordinate job posting activities.
- Coordinate interviews for candidates with designated interview panels.
- Draft offer letters; communicate with employment candidates.
- Coordinate with the hiring manager and IT coordinator to ensure appropriate access/needs to IT related resources, including workstation, supplies, technology access, etc.
- Manage and provide orientation to new employees-
- Provide and review general organizational resources (e.g., organizational chart, program mission statements, mandatory training, etc.

Employee & Labor Relations

- Set up and maintain personnel files as per CCYJ practice and legal requirements.
- Facilitate benefits enrollment activities during open enrollment period.
- Maintain compliance with federal, state, and local employment laws and regulations, and recommend best practices.
- Stay current on relevant and emerging employment and HR related trends, practices, and legal issues.
- Provides support and guidance to leadership on specialized, complex, and sensitive employment and HR related issues-

- Oversee and guide staff in the annual performance appraisal process and job description review, ensuring timelines are met.
- Create learning and development programs and initiatives that provide internal development opportunities for employees.
- Provide guidance in addressing employee relations issues, oversee employee disciplinary/performance improvement meetings, terminations, and investigations.
- Field HR related staff questions.
- Processes unemployment and workers' compensation claims responses.
- Conducts exit interviews and facilitates separation process, including IT and forms for departing employees.

Payroll:

- Process payroll.
- Enter employee data changes into the payroll system.
- Maintain each employee's various jobs and pay rates.
- Maintain each employee's payroll deduction amounts, including insurance premium amounts and retirement contributions.
- Maintain employees exempt/non exempt from overtime pay rules.
- Maintain date-sensitive information (benefit eligibility, retirement plan contributions, payroll deductions).

Other

- Other duties as assigned

QUALIFICATIONS: EXPERIENCE, KNOWLEDGE, SKILLS, AND ABILITIES

Experience and Knowledge

- Demonstrated increasingly responsible experience (typically more than 5 years) providing human resources support to an organization. Education, training, and/or certification in human resources is desirable.
- Demonstrated knowledge of employment related legal requirements.
- Demonstrated experience in processing payroll.
- Experience working and communicating with people from diverse racial, ethnic, and socioeconomic backgrounds.
- An understanding of the concepts of institutional and structural racism and bias and their impact on BIPOC communities.

Skills and Abilities

- Proven proficiency with MS Word, Excel, Google docs, Quickbooks, Asana and Powerpoint.
- Strong oral and written communication skills.
- Demonstrated ability to organize and prioritize workflow in a changing work environment and coordinate work among multiple partners.
- Demonstrated ability to maintain accuracy and attention to detail.
- Demonstrated ability to work independently completing assigned duties in a timely and efficient manner while maintaining accuracy and attention to detail.
- Demonstrated commitment to modeling healthy workplace relationships.

- Ability to communicate at all levels of the organization.
- Demonstrated ability to exercise discretion and maintain confidentiality.

COACHABILITY

- Able to work in a team environment and has the courage to communicate openly and honestly.
- Possess a *growth mindset*: the willingness to be coached and to develop to increase effectiveness, collaboration, and produce results.
- Adaptable.
- High functioning sense of humor, humility, and emotional intelligence.
- Foster a culture of integrity, service, adaptability, innovation, and responsibility.

PHYSICAL REQUIREMENTS AND WORK ENVIRONMENT

- This position requires manual dexterity sufficient to operate phones, computers, and other office equipment, and the ability to sit and to use a computer for significant periods of time.
- This person must speak clearly using the English language to accurately convey information.
- Generally good working conditions with little or no exposure to extremes in noises, temperature.
- Little or no safety or health hazards.
- Minimal lifting or climbing.
- Work performed in an office setting as applicable determined by activities.

COMPENSATION

Competitive salary commensurate with skills and experience. The starting salary range is \$60,000-\$75,000. CCYJ offers a benefits package that includes Medical/Vision/Dental, Ancillary Benefits, Optional Employer Sponsored 401K, Transportation Allowance, Paid Time Off, Sick Leave, Holiday Pay, and Floating Holiday Pay.

TO APPLY

Please submit a cover letter, resume, and contact information to jobs@CCYJ.org.

We are an equal opportunity employer and all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability status, protected veteran status, or any other characteristic protected by law. We value a diverse workforce.