



## **Director of Equitable HR Practices & Culture, Human Solutions**

PORTLAND, OR

\$92,000 – \$111,940 Annually

### **ABOUT THE POSITION**

The Director of Equitable HR Practices & Culture oversees human resources at Human Solutions and will provide leadership in building and sustaining an inclusive, antiracist, and trauma-informed workplace.

The Director of Equitable HR Practices & Culture actively participates in on-going efforts to further an organizational culture that supports and reinforces the diversity, equity, and inclusion goals of Human Solutions. This understanding and commitment should be demonstrated through the performance of assigned duties, as well as all-staff activities.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

#### ***General/Administrative***

- Ensure that Human Solutions is continuously working toward meeting “best practice” standards for Human Resources that are in alignment with maintaining an inclusive work culture and equitable working climate.
- Provide guidance, support, and training to supervisors on all matters relating to human resources that include but are not limited to: recruitment, professional development, performance management, conflict resolution, talent management, succession planning, and compliance with the laws and regulations applicable to operating a safe and inclusive workplace.
- Provide supervision and support to the Human Resources Coordinator in their duties and responsibilities
- Represent the organization, as requested, at personnel-related hearings and investigations

- Participate as an active member on committees and task forces formed to provide staff input into decisions that impact policies, procedures, and practices that impact the employee experience.

### ***Employee Engagement***

- Collaborate with the Human Solutions' Senior Management Team (SMT), Supervisors Resource Group (SRG) and Equity Council to develop, plan, and carry out long and short term strategies to build, maintain, and retain the highest quality workforce possible for the agency
- Administer the annual employee engagement survey and recommend and implement plans to reduce turnover, make improvements on various teams, and increase employee morale
- Lead an employee and management engagement process to ensure that Personnel Policies & Procedures are updated in response to changes in the laws, our workplace needs and best practices and that all employees are kept up to date on workplace policies and procedures. Ensure personnel policies and procedures and employee benefits are administered in a consistent and equitable manner across the agency
- Conduct exit interviews to determine reasons behind separations and to inform our overall culture and practices.
- Develop and lead the Human Resources functions and team at Human Solutions to respond to the needs of our workforce and organization.

### ***Compliance and Regulation***

- Ensure Human Solutions is in compliance with all federal, state, and local laws as they relate to employment and consult legal counsel as necessary
- Properly maintain employee records and ensure they are stored as required by law and local governing bodies
- Compile and provide annual reports (such as the EEOC-1 Report) to governing bodies
- Conduct investigations regarding staff complaints and participate as needed in the Employee Grievance Process.
- Investigate accidents and prepare reports for workers compensation insurance carrier, if needed

### ***Other***

- Oversee and coordinate an equitable compensation and employee benefits strategy for Human Solutions by regularly analyzing wage, salary and benefits reports and data, working with

managers to determine competitive and equitable compensation for staff, aligning job levels with industry standard, etc.

- Support and coordinate with payroll and finance staff to ensure compliant operation of the payroll function.
- With Human Resources Coordinator, provide employee benefit administration and lead open enrollment efforts
- Oversee the recruitment process and ensure fair opportunities and assessment between internal and external candidates and transparent communication
- Plan and implement all staff trainings and ensure employees are provided with equal opportunities for development and advancement
- Serve as a member of the Senior Management Team, which is responsible for managing the strategic direction of the organization.
- Attend monthly meetings of the Board of Directors and present HR policies for approval and reports as requested.

## **QUALIFICATIONS**

- 5+ years of experience as a Human Resources Generalist or equivalent experience managing components of this position's responsibilities.
- Professional credentials in Human Resources and/or a BA/BS degree in a related field preferred but not required
- Strong understanding of, and ability to conduct, Human Resource work through a DEI lens
- Experience with conflict resolution and/or mediation, especially involving race-based conflict
- Supervisory experience
- Strong organizational and time management skills with a successful track record of setting priorities and multitasking in a fast-moving environment
- Keen analytic, organizational and problem-solving skills that support and enable sound decision making for the organization
- Strong interpersonal, communication, written, and presentation skills
- Demonstrated ability to appropriately manage highly confidential information
- Flexible, able to adapt to changing demands and work style

### ***Additional Requirements***

- Possession of a valid driver's license, clean driving record, and reliable transportation required. Vehicle insurance coverage limits must be \$100,000 bodily injury liability for one person, \$300,000 bodily injury liability for all people in an accident, and \$100,000 property damage liability.
- As of December 15, 2021, Human Solutions will require that all of its employees be fully vaccinated against COVID-19 or have an approved medical or religious exception and accommodation plan as a minimum qualification for their position.

### **HOW TO APPLY**

Nonprofit Professionals Now is pleased to be working with Human Solutions in an effort to fill this key role.

All applications must contain a resume and cover letter. All submitted materials are reviewed by NPN staff and considered as part of the hiring process.

**Application Deadline:** September 16, 2022

All applications will be fully reviewed and considered. EEOC data will be voluntarily collected at the time of application to help us ensure that the recruitment includes a broad cross-section of our diverse communities.

[APPLY](#)