



MEETING AND
MASTERING
LIFE'S
CHALLENGES

Most of us take the little things for granted. Tying our shoes. Dressing for work. Filling a grocery cart. But for some, these tasks present some of life's biggest challenges.

People with developmental disabilities may spend years, even a lifetime, learning everyday routines.

The Home of Guiding Hands is a 501(c)(3) non-profit public benefit corporation that has been providing quality residential support and training services to individuals with developmental disabilities since 1967. Through its expert residential services, HGH helps individuals build a level of independence that best fits their capabilities.

Home of Guiding Hands operates 31 residences located throughout San Diego as well as providing Early Childhood Developmental Services, Respite, Adult Family Home, Independent Living and Transportation Services to almost 1,000 individuals and families.



Invites Applications
for
Human Resources Manager



"...To Improve The Lives Of Those We Serve..."

**Invites
Applications
for
Human Resources
Manager**



1825 GILLESPIE WAY, SUITE 200
EL CAJON, CA 92020



Human Resources Manager

Salary Range: Depending on Qualifications & Experience

**Filing deadline: First application screening will occur on or after Monday, February 23, 2012 .
Position open until filled.**

Primary Purpose:

This is a responsible management and supervisory position that involves administering human resources policies, programs and practices. Day-to-day activities include coaching, mentoring, training and problem solving. The organization will turn to you to provide technical answers and solutions to common and unique human resources issues.

This is a hands-on position in a full-service department. You will have daily contact with applicants, technicians, supervisors and managers. The Human Resources Manager will work in the HGH administrative offices located on Gillespie Way in El Cajon, CA.

The ideal candidate is someone who possesses a desire to work hard to help others achieve their best. We are seeking a human resources professional who has the right balance of related education and practical experience to provide the support and guidance needed to assist the organization in accomplishing its mission. Candidates should have a reputation of integrity, compassion, expertise, confidentiality and exceptional interpersonal skills.

Essential Job Responsibilities:

1. Coordinates the development and implementation of compensation programs, including position development and evaluation, conducts salary surveys, and recommends market/equity adjustments.
2. Coordinates all aspects of employee benefits administration including; open enrollment, health, life and disability insurances, leaves and 403(b) plan.
3. Interface with payroll and finance department staff to ensure employee benefit deductions and vendor payments, as well as employee database accuracy.
4. Develops strategies and methods for evaluating performance, diagnosing performance problems, coaching/counseling, improving employee communication, career guidance, and assessment techniques.
5. Liaison to CWA Local 9509 for all bargaining unit issues. Represents the agency position at the collective bargaining table. Assists management to effectively resolve employee issues and grievances.

6. Proposes, publishes, and administers personnel policies and procedures.
7. Works closely with workers' compensation third party administrator to: process workers comp claims, meet Cal-OSHA/OSHA requirements, ADA compliance, risk management and loss prevention, reporting and trend analysis. Acts as the HGH Safety Manager and safety committee chairperson to develop and implement comprehensive health and safety programs, goals and incentives.
8. In conjunction with designated trainers, department directors and supervisors, coordinates the provision of training and development experiences through needs assessment (individual and group) and identification of objectives for training programs.
9. Coordinates and conducts all internal investigations and makes recommendations for follow-up and training and/or disciplinary action as warranted.
10. Acts as staff liaison to the Human Resources Committee of the HGH Board of Directors.
11. Monitors unemployment claims and assists departments with appeals. Coordinates all activities associated with employee separations.

Knowledge and Skills::

General knowledge of the principles and practices of personnel administration; knowledge of sound techniques in all aspects of personnel management; knowledge of the organization and operations of administrative programs; ability to develop long-term plans and programs and to evaluate work accomplishments; ability to apply and adapt practices and techniques to the special requirements of senior management; ability to establish and maintain effective relationships with other management staff, employees, and the general public; ability to present facts and recommendations effectively in oral and written form.

Education and Work Experience::

1. A Bachelors degree in Human Resources Management, Public Administration, Psychology, Education or a related field and five (5) years managerial and supervisory experience in human resources management; OR
2. A Master's degree in Human Resources Management or a related field and three (3) years of increasingly responsible experience in human resources, OR
3. Any equivalent combination of education, training and experience that provides the required knowledge, skills and abilities is qualifying. Strong computer skills working with MS office and HR/Payroll applications.

License and Certificate:

No license or certificate is required in order to apply, however, possession of an HR certification from SHRM, IPMA or an accredited college is highly desirable.

B E N E F I T S

The following information describes certain key features of the benefits currently offered to full-time exempt staff at Home of Guiding Hands.

Paid Time Off (PTO):

PTO accrual initially is approximately 3.8 weeks per year; or 152 hours per year.

Holidays: HGH administrative offices are closed on seven (7) holidays during the fiscal year. Staff must use PTO to be compensated for those days.

Paid Sick Leave:

Paid Sick leave is designed to prevent loss of pay during a short term illness or injury. Paid sick leave is accrued at approximately 5.2 days per year based on a full time schedule.

Life Insurance: HGH provides \$60,000 at no cost to the employee.

Medical / Dental / Vision:

In an effort to recognize the variety of needs of its employees, HGH currently offers one medical plan (Kaiser), dental, and vision plans to match health coverage with individual needs. The medical, dental, and vision insurance programs are available to full-time, exempt staff on the first day of the month following completion of 30 continuous days of employment. HGH pays 80% of the value of the lowest health plan for employee only. Employees pay the remaining 20% and premium costs for dependents.

Deferred Compensation: Employees in this classification are eligible to make contributions into a 403(b) plan.

T O A P P L Y

An employment application is REQUIRED and can be downloaded at www.guidinghands.org. Please also include a cover letter, resume, up to 3 professional references and salary history to Human Resources Department — Eileen Bonifacio at Eileen@guidinghands.org or mail to:

Home of Guiding Hands
Attn: Human Resources Manager Position
El Cajon, CA 92020
(619) 938-2850 Office
(619) 938-3056 Fax

The Home of Guiding Hands is an Equal Opportunity Employer.

www.guidinghands.org

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