

Position: **Human Resources Manager**  
Location: Novato  
Status: Exempt, Full-time  
Reports to: Director of Finance and Administration  
Compensation: Competitive and DOE

### **About the Organization**

North Bay Children's Center is driven by our mission and values to ensure that all children in Marin and Sonoma Counties have the same essential early start for future success. Since 1988, North Bay Children's Center programs have demonstrated success inspiring young minds and transforming the lives of thousands of children. We provide the highest quality of child care and early education to 600 children across 13 sites in Novato, Petaluma, Santa Rosa, Healdsburg, and Sonoma. Administrative offices are located in Novato, California. [www.nbcc.net](http://www.nbcc.net).

### **Position Overview**

North Bay Children's Center is seeking an HR Manager who will be responsible for the day-to-day management of HR and will provide support and expertise to management and staff on all HR related issues.

This position will manage all HR programs and activities including benefits administration, employee relations, performance management, training and development, policy development and implementation, and records management for 90+ staff members. The HR Manager will lead efforts involving recruitment, on-boarding, and is responsible for maintaining personnel files, and employment law compliance.

Through periodic reviews and proactive assessment of organization needs, the HR Manager will identify opportunities to improve HR policies, identify inconsistent policies and gaps, and propose changes to address risks. The right candidate should have exceptional communication skills, problem-solving skills in times of ambiguity, analytical skills, execution skills, and HR best practices expertise.

### **Job Description**

- Administers HR plans and procedures for all organization personnel, including HRIS system.
- Performs benefits administration including: open enrollment, claims resolution, communicating benefits information, and acting as a liaison between employees and benefit providers.
- Conducts recruitment efforts for all exempt and nonexempt personnel.
- Conducts new employee orientations.
- Handles conflict resolution and exit interviewing.
- Manages the development and implementation of personnel policies and procedures; prepares and maintains the employee handbook.
- Maintains company organization charts, HR and personnel files, and compiles reports.
- Consults with multiple hiring managers to understand their staffing needs, composing compelling job descriptions, and improving upon the existing onboarding and recruiting processes.
- Recommends new approaches, policies and procedures to continually improve efficiency of the department and services performed.
- Maintains compliance with federal, state and local employment and benefits laws and regulations.

### **Job Qualifications**

- Bachelors Degree and 5+ years of professional work experience, non-profit experience preferred. Experience must include recruitment, employee relations, training and development, benefits administration, legal compliance and compensation.
- Ability to establish and maintain effective relationships with management and staff at all levels to create a diverse and collaborative culture.
- Ability to think critically, remain well-organized, and prioritize tasks on competing deadlines; flexible and able to adapt to change.
- Demonstrated ability to communicate effectively orally and in writing with all levels of staff and the general public. Strong presentation skills. Spanish speaking a plus.
- Strong computer skills, including Microsoft Office Suite.
- Competency with HRIS applications, with the ability to keep on top of new and developing technologies.
- Knowledge of Federal and State hiring regulations.
- Ability to pass State and Federal background checks and a TB test.
- Valid California Driver's License and ability to travel between worksites in Marin and Sonoma Counties.

### **Work Environment**

The 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. The work environment is a professional office environment with moderate noise level (examples: computers and printers, light traffic)

### **Physical Demands**

The 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 frequently required to sit, talk and hear. The employee is regularly required to use hands to finger, handle, or feel, using a keyboard. The employee is occasionally required to stand, walk; reach with hands and arms; lift and/or move up to 10 pounds. Requires close vision (clear vision at 20 inches or less) and frequent use of computer monitor.

### **Compensation and Benefits**

The salary depends on experience. NBCC offers a competitive benefits package, including health, dental, vision, and a 403(b) program, holiday, vacation, and sick leave benefits.

**To apply, please attach your cover letter and resume to an email and send to [hr@nbcc.net](mailto:hr@nbcc.net) with NBCC Human Resource Manager in the subject line.** We will do our best to respond to all applicants in a timely manner. Applicants without both a cover letter and resume will not be considered. Please do not call or send resumes directly to North Bay Children's Center. Thank you for your interest!