

**Position:** Senior Manager - Human Resources

**Reports to:** Executive Director

**Purpose of Position:** Develop and implement human resources/administrative priorities that increase efficiency, strengthen employee knowledge and abilities, and support a positive, inclusive organization culture.

**Status:** Exempt

**Salary Range:** \$58,000 - \$68,000

## Duties and Responsibilities

### **Support human resource functions for the organization including, but not limited to:**

- Analyze trends in compensation and benefits analysis every other year.
- Develop and monitor overall HR strategies, systems, tactics and procedures across the organization
- Ensure all company HR policies are applied consistently
- Ensure personnel files are in compliance.
- Ensure the organization's compliance with local, state and federal regulations
- Collaborate with Director of Finance and Operations to conduct annual open enrollment, benefits review/renewal with providers, FMLA, EEO-1, COBRA documentation and other information as required, Worker's Compensation/filing injury and accident claims, and support 60+ employees.
- Advise the Executive Director of issues or concerns as they arise.
- Provide information as required for annual audits, accounting and KDHE.
- Oversee and manage a performance appraisal system that drives high performance
- Attend and participate in all personnel matters, internal investigations, disciplinary meetings, terminations, and state unemployment disputes, and any other areas of potential dispute and litigation.

### **Support staff with HR functions.**

- Assist employees in resolving conflicts through positive and professional mediation, handle matters with confidential and discretion
- Provide leadership by creating an inclusive work environment where team members flourish as leaders and their individual contributions are valued.
- Partner with the administrative team to understand and execute the organization's human resource and talent strategy particularly as it relates to current and future talent needs, recruiting, retention, and succession planning.
- Welcome new team members to the organization by coordinating onboarding and orientation activities. Maintaining a smooth onboarding process.
- Maintain team member confidence and protect operations by keeping human resource information confidential.

**Facilitate, moderate, and participate in a variety of meetings to ensure communication and tasks are completed**

- Actively contribute to all relevant internal meetings and committees.
- Actively contribute to all relevant external meetings and committees.

**Participate in a variety of professional development events in order to stay current with industry research, trends and best practice**

- Use knowledge and skills gained through professional development to expand and/or enhance organizational effectiveness.

**Complete required Child Care Aware® of Kansas employee reports and duties in accordance with agency policies, including:**

- Monthly Credit card report
- Monthly Car report
- Monthly employee expenses report
- Monthly car maintenance
- Child Care Aware® of Kansas Board report

**Education:**

- Bachelor's Degree in Human Resources or related field required.
- Ability to build and maintain positive relationships with colleagues.
- Ability to give presentations.
- Knowledge of relevant health and safety laws.

**Experience:**

- 5+ years of progressive success in a human resources function.
- Experience using computers for a variety of tasks.
- Experience in nonprofit environment preferred.
- Three or more years of experience in human resources or employee recruitment
- Exceptional communication and interpersonal skills and an ethical mindset
- Experience in conflict resolution, disciplinary processes, and workplace investigations.
- Experience in educating and coaching staff.
- Experience in following and maintaining workplace privacy.

**Special Knowledge and Skills:**

- Demonstrated understanding of employment laws and compliance required.
- Working knowledge of HRIS/ADP preferred.
- Bilingual preferred.
- Commitment to diversity, equity, and inclusion.
- Ability to effectively communicate and collaborate with diverse internal and external stakeholders.
- Proficient in Microsoft Word, Excel, and Access, including creating and editing documents, and spreadsheets.
- Work well with a diverse, cross-functional team.
- Ability to write content with clarity and consistency.
- Ability to edit documents for content, clarity and consistency.
- Ability to work independently in a fast-paced environment.

- Ability to complete projects in a timely manner and to multi-task.
- A passion for increasing the quality of care for children and their families.

#### **Miscellaneous Requirements:**

- Treat information on clients (individual people and organizations), staff and Board members in a confidential manner
- Willingness to work flexible hours, including overnight travel
- Valid Kansas driver's license
- Position is a remote position within Kansas or a Salina office

#### **EEO Statement**

All qualified applicants will receive consideration for employment without regard to race, color, religion, gender, gender identity or expression, sexual orientation, national origin, genetics, disability, age, or veteran status.

Together, we can do better. Child Care Aware of Kansas is committed to:

- Creating a diverse environment and is proud to be an equal opportunity employer.
- Complying with all fair employment practices regarding citizenship and immigration status.
- Attracting and retaining a diverse staff – we will honor your experiences, perspectives and unique identity.

Disclaimer: The statements herein are intended to describe the general nature and level of work performed by the employee in this position. They are not intended to be construed as an exhaustive list of all responsibilities, duties, and skills required of a person in this position.